

# **Case Management/Electronic Case Files (CM/ECF)**

## **User's Manual for Electronically Filing Case Events**



**United States Court of International Trade  
One Federal Plaza  
New York, NY 10278**

### **To Access the CM/ECF System:**

Logon to the Court's website at: [www.cit.uscourts.gov](http://www.cit.uscourts.gov) and navigate the following:

**Training Database:** Practice filing documents electronically in CM/ECF; and

**Live Database:** File documents electronically in CM/ECF.

**Court's CM/ECF Help Desk Telephone Number:** 1-866-450-1859

## Foreword

The most recent version of the User's Manual is available at the Court's website: [www.cit.uscourts.gov](http://www.cit.uscourts.gov)

In the User's Manual, we did not attempt to document the steps for filing all case-related events; however, we document those filing events that occur most frequently with the Court. The case used throughout the manual is a fictitious case established for illustration purposes only.

Please refer to Section 3(a) of Administrative Order No. 02-01 for a list of the pleadings and papers exempt from the electronic filing requirement.

If you choose to use abbreviations when filing docket events on the CM/ECF System, you must use the *Frequently Used Abbreviations List for CM/ECF Data Entry* found in the Appendix on pages 36-39. The abbreviations apply only to entries that will appear in the docket text, with the exception of the following abbreviations: *Co.*, *Corp.*, *Inc.*, and *Ltd.*, which also would appear at the end of a party's name in the party record field.

**Case Management/Electronic Case Files (CM/ECF)  
User's Manual for  
Electronically Filing Case Events**

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## **Electronic Case Files (ECF) User's Manual**

### **I. Getting Started**

#### **A. Introduction**

This manual provides instructions on how to use the Electronic Case Files (ECF) portion of the Case Management/Electronic Case Files (CM/ECF) system to file documents with the Court and to view and retrieve docket sheets and documents for all cases assigned to the System. It assumes a working knowledge of Netscape and Adobe Acrobat. (**Note:** For questions regarding Netscape or Adobe Acrobat, please refer to their instruction manuals.)

There are four basic steps for filing documents in ECF:

1. Convert documents to PDF (portable document format) format (Refer to Section III, pages 5-7);
2. Log onto the CM/ECF system and select from the menu options the type of document that you are filing (Refer to Section II, page 4 for menu options.);
3. Upload the PDF document to the CM/ECF system (Refer to Section III, pages 7-11); and
4. Verify system filing.

#### **B. Help Desk**

If you need assistance, telephone the Court's **Help Desk at 1-866-450-1859** between the hours of 8:30 a.m. and 5:00 p.m., Eastern time, Monday through Friday (when the Court is open for business) to speak to a Court staff member. From 5:00 - 8:00 p.m. Eastern time Monday through Friday, call John Cannella, Operations Manager, at (917) 941-4009. If Mr. Cannella is not available, then call Leo Gordon, Clerk of the Court, at (646) 938-6660 or (973) 761-1467. After 8:00 p.m., your call will go to voice mail and will be answered the next business day. Emergency Help Desk support will not be available after 8:00 p.m. Eastern Time, on weekends, holidays or any other day on which the Court is closed.

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## **I. Getting Started (continued)**

### **C. Capabilities of the System**

The CM/ECF system provides users of the System with the following capabilities:

- Access the Court's web page;
- Download the most recent version of the User's Manual;
- Using the Training Database to practice e-filing before accessing the official Live Database;
- Filing, electronically, motions and documents for cases in the Live Database;
- Viewing official docket sheets and documents associated with cases; and
- Viewing various reports (e.g., Calendar Events, Cases Filed, Docket Sheets)

### **D. Requirements**

#### **Hardware and Software Requirements**

The hardware and software needed to electronically file, view and retrieve case documents include the following.

- A personal computer running a standard platform such as Windows or Macintosh;
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect or Word;
- Internet service;
- A web browser such as Netscape, Internet Explorer or Mozilla;
- Software to convert documents from word processor format to portable document format (PDF). Adobe Acrobat is recommended. Adobe Acrobat version 3.x, 4.x and 5.0 adequately meet the CM/ECF filing requirements;
- Adobe Reader, which is available for free, is needed for viewing PDF documents; and
- A scanner may be necessary to create electronic images of documents that are not in your word processing system.

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## I. Getting Started (continued)

### E. How to Register to Use the System

Every attorney, who wishes to file documents electronically, is required to complete a Registration Form. Registration forms may be accessed from the Court's website at <http://www.cit.uscourts.gov>. Also, a copy of the registration form (CM/ECF Form No. 1) may be found in the Appendix on pages 13-14 in the document *CM/ECF Registration (Attorney)* and on pages 20-21 of the Appendix in the document *CM/ECF Registration (Non-Attorney)*. In addition to including individual e-mail addresses on the registration forms, filers are encouraged to include a general e-mail address for their firm/agency to ensure notification of all case activity.

All registration forms must be mailed to the Office of the Clerk, Admissions Office - Room 299, One Federal Plaza, New York, NY 10278-0001. Within two weeks upon receipt of a completed registration form, the Clerk's Office will send users a login and password. After receiving a login and password, attorneys should file an entry of appearance in each of their cases if they wish to receive e-mail notification of case-related activities.

**Please Note: Non-attorneys who register to use the CM/ECF system will be given Query-only access. These users will not have the ability to file documents electronically.**

If users lose their Password, or have their Password compromised, they are to file with the Court the *Notice of Loss/Compromise of CM/ECF User Password* (CM/ECF Form No. 9) as found in the Appendix on page 45 in the document *Loss or Compromise of CM/ECF Password*.

If users have a change in the information that appears on file with the Clerk's Office, then they are required to file with the Court the *Notice of Change in CM/ECF User Information* (CM/ECF Form No. 8) as found in the Appendix on page 26 in the document *Change in CM/ECF User Information for Attorneys* and on page 30 of the Appendix in the document *Change in CM/ECF User Information for Non-Attorneys*.

### F. Practicing in the Training Database

Please practice filing documents in the Training Database before attempting to file a document in the Live Database.



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## II. CM/ECF System Options

The following CM/ECF system options are available.

**Civil      Query      Reports      Utilities      Logout      ? (Help)**

### **Civil Events Options**

#### **Initial Pleadings & Service**

Answers to Complaints (Refer to pp 22-27)  
Other Answers

#### **Other Filings**

Notices (Refer to pp 28-33)  
Other Documents

#### **Motions and Related Filings**

Motions (Refer to pp 34-56)  
Responses & Replies (Refer to pp 57-69)

### **Query Options**

Alias  
Associated Cases  
Attorney  
Deadlines/Hearings  
Docket Report  
Filers  
Party  
Related Transactions  
Status

### **Reports Options**

Docket Sheet  
Civil Reports - This feature is  
unavailable  
Civil Cases  
Calendar Events

### **Utilities Options**

Your Account  
View Your Transaction Log  
  
Miscellaneous  
Mailings  
Mailing Information for a Case  
Mailing Labels by Case  
  
Verify a Document

**Logout** - select this feature to properly logout of the system. Simply closing out the browser is not sufficient. Filers may experience difficulty logging back into the system if they did not properly logout.

**?(Help)** - access definitions & explanations of terms used in the CM/ECF system

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### **III. Working with Adobe Acrobat and Portable Document Format (PDF) and Guidelines to Scan Documents**

Adobe Reader (formerly Acrobat Reader) is a free application used to read, print and display documents in Portable Document Format (PDF). Adobe Acrobat is available at [www.adobe.com](http://www.adobe.com). Please refer to Adobe's documentation and web site for help with Acrobat Reader. In order to create PDF documents, you will need Adobe Acrobat (not to be confused with Adobe Reader) or similar software, which must be purchased separately if you are using a word processor other than Corel WordPerfect 9 or higher.

**Only PDF documents may be filed with the Court using the Court's Electronic Case Files system. Therefore, before you login to begin your filing session, please make sure you have converted your documents to PDF format. We do not recommend converting documents while attempting to file them. If you interrupt your filing session to convert a document to PDF format, you risk losing your filing data. To guarantee accurate filing, please view the PDF document before filing it to ensure that it appears in its entirety and in the proper format. Verifying the document up-front will prevent you from filing incorrect documents. You may not edit a document once it is converted to PDF format. If you notice an error in the document, you will need to correct the error in the software application in which the document was created and then convert the document into PDF format. Also, please be aware that the CM/ECF system will not accept PDF files that have the password security feature activated.**

Although it is the Court's preference that PDF documents uploaded to the CM/ECF system be converted directly from the original word processing document, it is not always practical or feasible. Therefore, in those instances when filers scan documents to upload to the system, please follow these guidelines:

- scan the documents at no more than 300 dpi(dots per inch); and
- make the PDF document searchable by using the "paper capture" feature of Adobe Acrobat or its equivalent process in any alternative software you use.

#### **A. How To Convert Documents to PDF Format**

To file documents with the Court, you must first scan or convert the document from its word processing format to PDF format.

The conversion process is relatively simple and can be accomplished using either WordPerfect or Microsoft Word. WordPerfect versions older than 9 and all versions of Microsoft Office require third-party PDF creation software. The following instructions assume you are either using WordPerfect 9 or higher with built-in PDF creation or an older version of WordPerfect (or Microsoft Word) with Adobe Acrobat version 5 or 6. Your

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### III. Working with Adobe Acrobat and Portable Document Format (PDF) (continued)

#### A. How To Convert Documents to PDF Format (continued)

computer's software and configuration may be different. If you experience problems or require additional help with this process, you are urged to contact your organization's technical support staff or the vendor of your software.

##### **For WordPerfect Version 6.1, 7 or 8**

- Open the document you wish to convert in WordPerfect;
- Select **Print** and in the print dialog box select the option to change the selected printer. A drop-down menu with a list of printer choices is displayed.
- Select **Acrobat Distiller**.
- Click on **Print**. The file will not actually print out - it will give you the option to save the file in PDF format.
- Name the file, giving it the extension .PDF.
- Accept the option, The file is converted to a PDF document.

##### **For WordPerfect Version 9 or higher**

- Open the document.
- Select **File** and **Publish to PDF**.
- Save the file as a PDF file, giving it a .PDF extension. The file is now in Adobe PDF format under the newly designated name, and the original document remains in its original form under the original name.

##### **For Microsoft Word 95 or later**

- Open the document.
- Select **Acrobat** from the menu (it is located to the right of **Help**) and **Create Adobe PDF**. If you do not have this menu, you can also follow the instructions for older versions of WordPerfect, above.

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### III. Working with Adobe Acrobat and Portable Document Format (PDF) (continued)

#### For Microsoft Word 95 or later (continued)

- Save the file as a PDF file, giving it a .PDF extension. The file is now in Adobe PDF format under the newly designated name, and the original document remains in its original form under the original name.

#### B. How to View a PDF File

- Start the Adobe Acrobat program;
- Go to the **File** menu and choose **Open**;
- Click on the location and file name of the document to view;
- Acrobat loads the file and displays it on the screen; and
- Use the scroll bar and/or the arrows to move through the document.

#### C. How to Attach a PDF Document

All files must be in PDF format with a .PDF extension in order for you to file your case-related documents. **Please Note: The system will not let you advance to the next screen unless you have selected a document to file.** If you attempt to upload a non-PDF file, or to make a standard docket entry, you will receive an error message.

#### **Note: Filing Motions as One Document or Multiple Documents**

When filing a motion as a docket entry, the Court recommends filing as **one document** the motion, proposed order, memorandum and certificate of service. However, the Court will accept it if a filer files the motion as the main document with the supporting documents (proposed order, memorandum and certificate of service) as attachments. Although, it is the Court's preference for the documents to be filed as **one document**.

**On the PDF screen in CM/ECF . . .**

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### III. Working with Adobe Acrobat and Portable Document Format (PDF) (continued)

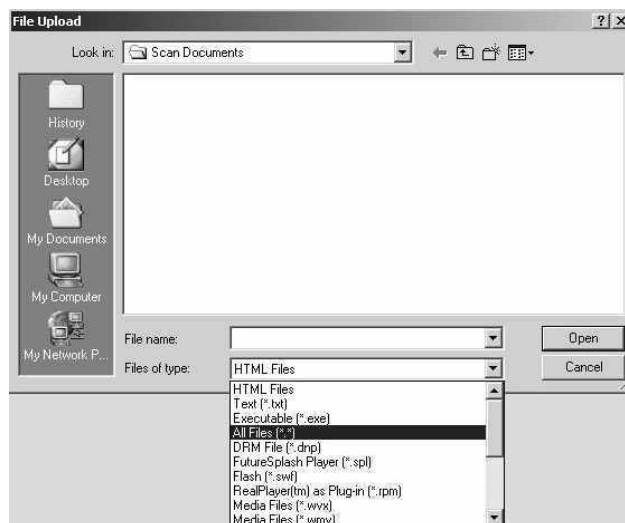
#### C. How to Attach a PDF Document (continued)

1. Click on [*Browse*] to select the drive and full directory path, for example, C:\Scan Documents\02-12346.pdf, where the document to be filed is located (see **Figure III - 1**). The file upload dialogue box will appear (see **Figure III - 2**).

**Figure III - 1**



**Figure III - 2**



2. Click on the drop down arrow to select the drive. At the bottom of the dialogue box is the **Files of type** field. Click on the down arrow to the left of **Files of type** field and using the scroll bar select the option **All Files (\*.\*)**

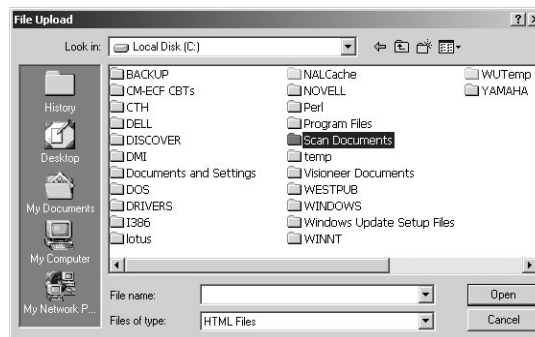
---

### III. Working with Adobe Acrobat and Portable Document Format (PDF) (continued)

#### C. How to Attach a PDF Document (continued)

3. The computer displays all the files in the selected drive (see **Figure III - 3**).

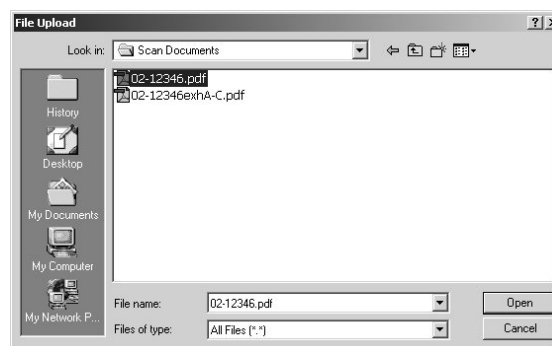
**Figure III - 3**



4. Select the filename by highlighting the document. To verify that you located the correct document, right click on the file name to bring up a quick menu and left click on **Open**. The .PDF document will open and you can view it to verify that it is the correct document.

- ▶ If it is the wrong document, then select another document.
- ▶ If it is the correct document, then click on [*Open*] in the dialogue box. **Result:** The filename and directory appear in the **File name** box on the .PDF screen (see **Figure III - 4**).

**Figure III - 4**



- 5a. If there are no attachments to the document, then on the PDF screen click on [*Next*].

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### III. Working with Adobe Acrobat and Portable Document Format (PDF) (continued)

#### C. How to Attach a PDF Document (continued)

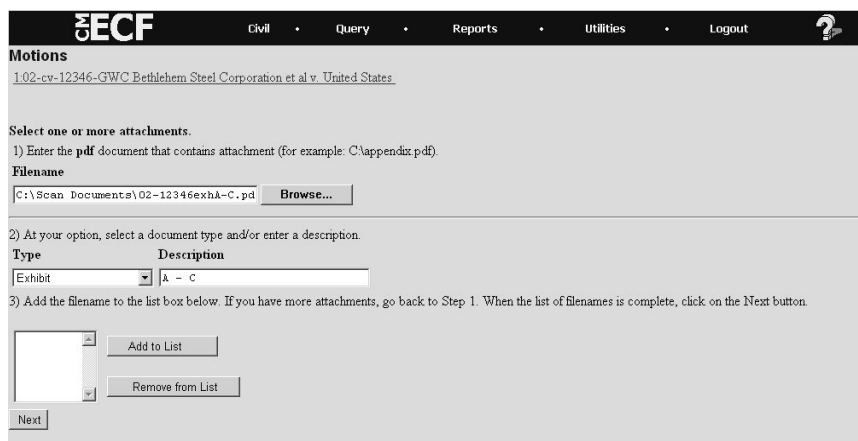
- 5b. If you have attachments to add, click on [Yes] and click on [Next]  
(see **Figure III - 5**).



The screenshot shows the ECF Motions interface. At the top is a navigation bar with links: Civil, Query, Reports, Utilities, Logout, and a help icon. Below the bar, the page title is "Motions" followed by the case name "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". The main instruction is "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" label above a text input field containing "C:\Scan Documents\02-12346.pdf" and a "Browse..." button. Below this is a radio button group for "Attachments to Document:" with options "No" (selected) and "Yes". At the bottom are "Next" and "Clear" buttons.

**Figure III - 5**

- 5b1. The system displays the attachment screen (see **Figure III - 6**).  
(Note: You must add attachments one at a time.)



The screenshot shows the ECF Motions interface with more steps. The navigation bar and case name are the same. The instruction is "Select one or more attachments." Step 1: "Enter the pdf document that contains attachment (for example: C:\appendix.pdf)." with a "Filename" label and a text input field containing "C:\Scan Documents\02-12346exhA-C.pdf" and a "Browse..." button. Step 2: "At your option, select a document type and/or enter a description." It shows a "Type" dropdown menu with "Exhibit" selected and a "Description" text input field containing "A - C". Step 3: "Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button." Below this is a list box (empty), an "Add to List" button, and a "Remove from List" button. At the bottom is a "Next" button.

**Figure III - 6**

- If the filename does not appear in the dialogue box, then click on [Browse] and select the drive and full directory path where the file is located.

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### III. Working with Adobe Acrobat and Portable Document Format (PDF) (continued)

#### C. How to Attach a PDF Document (continued)

- ▶ Under **Type** click on the drop down arrow and click on the type of attachment, for example, *Exhibit*.
- ▶ To describe the attachment more fully, click in the **Description** box and type in a description, for example, *A - C*.
- ▶ Click on [*Add to List*].
- ▶ After you click on [*Add to List*], you will see the attachment file name listed in the dialogue box (see **Figure III - 7**). (**Note:** If you made an error, highlight the attachment and click on [*Remove from List*] to remove the attachment.)

The screenshot shows the 'Motions' section of the ECF system. At the top, there's a navigation bar with 'ECF' logo and links for 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'Motions' and the case name is '1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States'. The main instruction is 'Select one or more attachments.' followed by step 1: 'Enter the pdf document that contains attachment (for example: C:\appendix.pdf)'. There's a 'Filename' input field with a 'Browse...' button. Step 2 says 'At your option, select a document type and/or enter a description.' with a 'Type' dropdown menu and a 'Description' input field. Step 3 says 'Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.' Below this, there's a list box containing 'C:\Scan Documents\02-12346exhA-C.pdf' with 'Add to List' and 'Remove from List' buttons. A 'Next' button is at the bottom left.

**Figure III - 7**

- Repeat this sequence to add other attachments.
- Click on [*Next*] when you are finished adding attachments.



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## IV. Basic User Information for Working with the ECF System

### A. Commonly Used Keys and Prompts in the ECF System

[Back]	This button on the Toolbar allows you to return to a previous screen to correct entries.
[Clear]	This button on the screen clears all characters entered in a particular box and sometimes on the screen.
[Ctrl]	This key on the keyboard allows you to select multiple entries within a given category by pressing and holding down on the [Ctrl] key when selecting entries.
[Tab]	This button on the keyboard allows you to move from one field to another within a screen.

### B. Add/Create a Party in the CM/ECF System

When the party for whom you are filing does not appear in the CM/ECF system, you need to add or create a party. Type in the first three characters of the party's business name (do not worry about capitalization) using a wildcard (\*) before and after the three characters, for example, \*IBM\*. The system will generate all the entries with the characters you typed. If the party's name does not appear among the list of entries, then add the party's information using the official style and abbreviation standards. (See pages 36 - 39 of the Appendix for a copy of the standards.)

**Tip:** Do not type in the complete party/business name since the system may already contain the party/business name but with a slight variation, for example, I.B.M. Corporation may be entered into the system as IBM Corp. If you typed in the full name I.B.M. Corporation, the system may respond that *No Parties were Found* since the typed entry did not match the system's entry.

### C. Attorney Associations in CM/ECF

When prompted in CM/ECF to check the box to create *attorney associations*, it is recommended that you check the box. Checking the box will create a link in the system between the attorney and the case. Also, it will add the attorney to the ECF notification list, that is, the system generated list that notifies all parties associated with a case of the

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## IV. Basic User Information for Working with the ECF System (continued)

### C. Attorney Associations in CM/ECF (continued)

events filed on the case. Failure to check this box may result in attorneys not receiving proper notification of all case-related events.

### D. Bulky Document Standard (BDS)

The Bulky Document Standard (BDS) (see Appendix pages 7-10 for a copy of the guidelines) for the electronic filing of documents on the Court's CM/ECF system limits the size of documents filed electronically. **Users may not file on the Court's CM/ECF system any document that is larger than 2MB.**

**Exceptions to the BDS include the following documents:** Summons, Complaint, Answer to Complaint, and Briefs (opening, response, reply) in the following: Motion for Summary Judgment, Motion for Judgment on Pleadings, Motion for Judgment on the Agency Record (1581(c)), Motion for Judgment on the Agency Record (all other Jurisdictions); and Motion to Dismiss.

Excepted documents greater than 2MB shall be logically divided with a description of the divisions. No division of a document shall exceed 2MB.

**Example:** Assume a motion is filed and exceeds the 2MB limit. Divide the motion into logical divisions, making sure that each division is less than 2MB. Name each division, for example, Motion Parts A-C and Motion Parts D-E. Enter the first division as the main document and enter the remaining divisions as attachments to the main document.

Exhibits that exceed 2MB must be filed in the same manner as documents.

**Example:** Assume a motion is filed with three exhibits. Treat the exhibits as individual attachments and add each one separately. Name each exhibit, for example, Exhibit 1 (with a brief description), Exhibit 2 (with brief description) and Exhibit 3 (with a brief description). If the individual exhibit exceeds 2MB, then divide each Exhibit and label it accordingly, for example Exhibit 1 Parts A-C and Exhibit 1 Parts D-E.

**Note:** See pages 7-11 for directions on how to add attachments.

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## IV. Basic User Information for Working with the ECF System (continued)

### E. Confidential Filings

Papers that contain confidential, business proprietary or classified information must be filed manually via the *Notice of Manual Filing* (CM/ECF Form No. 10) found in the Appendix on page 9. Public version of the filing should be filed electronically. All confidential filings must be filed in accordance with the Rules of the Court (Rule 81(h)).

### F. Correcting Mistakes

If you have to correct a mistake while entering information into the system, use the [Back] button to return to a previous screen to correct the entry. Correct the information on the screen, hit [Next] in order for the change to take effect and continue on to the next screen. **Please note that using the [Forward] key to advance to the screen where you left off after making the correction, will not save the edited information.** You must hit [Next] on the screen where the information was changed before proceeding to subsequent screens. Also, once you return to a previous screen to correct a mistake, all information entered after the mistake is lost. Therefore, you will need to re-enter the information. It is highly recommended that mistakes are corrected once they are discovered rather than submitting incorrect docket entries and/or documents. If you do submit an incorrect document and/or docket entry, you will need to refer to Administrative Order No. 02-01 for the necessary steps to correct the entries.

### G. Documents Filed in Error

A document incorrectly filed in a case may be the result of posting the wrong PDF file to a docket entry, selecting the wrong document type from the menu, or simply entering the wrong case number and not catching the error before the transaction is completed.

Refer to Section 3(e) of Administrative Order No. 02-01 for the procedures to correct filings.

### H. Exhibits - Physical

Any exhibit that cannot be converted to PDF format must be filed manually with the Court using the *Notice of Manual Filing* (CM/ECF Form No. 10) found in the Appendix on page 9.

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## IV. Basic User Information for Working with the ECF System (continued)

### I. Joint Filings

The option for joint filings will appear with every motion regardless of relevance. To establish a joint filing, complete the following steps.

- A. Check joint filing on the first screen where the option appears;
- B. Highlight all additional attorneys who have signed the filing;
- C. Highlight all parties represented by the filing; and
- D. **DO NOT** create any new attorney associations on this screen. Checking this box will create a permanent change in attorney/party association in the case. Only check the box to add yourself as an attorney to represent your client.

**Important Note:** A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion.

### J. Motions

**Motions to Consolidate** - Filers must make a docket entry for all cases involved.

**Motions to Designate Test Case and For Suspension Thereunder** - Filers must docket the entry for test case designation on proposed test case number, and docket the entry for suspension on all cases to be suspended thereunder.

**Motions with Schedules** - Filers must docket the entry for all cases involved. For the lead case, type in the free text box “with schedule.” For those cases on the schedule, type in the free text box “with (*lead court number*).”

### K. Notice of Electronic Filing Screen

Upon completion of a docket event, the last screen the system displays is the notice of electronic filing screen (see **Figure IV - 1 on the following page.**) This screen is the receipt of the filing. To print out the receipt, click on **Print** on the Netscape Toolbar. To save the receipt on the hard drive, select **File** from the Netscape Toolbar and select **Save Frame As** to identify the drive where the receipt will be saved. Rename the file in the *File name* box.

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## IV. Basic User Information for Working with the ECF System (continued)

### K. Notice of Electronic Filing Screen (continued)

- While in the notice of electronic filing screen, click on the *Document Number*, for example, 7, to access the PDF document associated with the filing; (**Note:** If you filed both documents and attachments the system gives you access to both. Click on the numbers under the column entitled *Part No.* to view the attachments or documents.)
- While in the notice of electronic filing screen, click on the *Case Number*, for example, *1:02-cv-12346*, to access the docket sheet. (**Note:** The docket sheet entry screen may appear first. If it does, then click on [Run Report] to access the actual docket sheet.)

The screenshot shows a web interface for the U.S. Court of International Trade TRAINING Database. It displays a 'Notice of Electronic Filing' for case 1:02-cv-12346. The filing was received from a citizen on 9/5/2003 at 3:40 PM and filed on 9/5/2003. The case name is 'Berkshire Steel Corporation et al v. United States', the case number is '1:02-cv-12346', the filer is 'United States', and the document number is '7'. The docket text indicates it is an answer to a complaint. Below this, it lists associated documents, including an original PDF file and an electronic document stamp with a unique identifier.

Figure IV - 1

- If attorneys filed a *Notice of Consent to Electronic Service* (see page 48 of the Appendix for a copy of the form), then the *Notice of Electronic Filing* sent to the attorney via e-mail of records in the action shall constitute service on that attorney (see **Figure IV - 2**). For all others, all papers required to be served shall be served in non-electronic form in accordance with Rule 5 of the Rules of the Court and receipt of a *Notice of Electronic Filing* shall not constitute service (see Section 6 of Administrative Order No. 02-01).

This screenshot shows the 'Notice will be electronically mailed to:' section. It lists Kevin M. Dempsey at kdempsey@dewey.com. Below this, it states 'Notice will not be electronically mailed to:' and lists CITaty1 and CIT Atty Training Acct #1. At the bottom, it provides the address for Lyn Marie Schlitt at the U.S. International Trade Commission, 500 E Street, S.W., Washington, DC 20436.

Figure IV - 2

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## **IV. Basic User Information for Working with the ECF System (continued)**

### **L. Notice of Manual Filing**

The form *Notice of Manual Filing* (see CM/ECF Form No. 10 found on page 9 of the Appendix) is to be used when documents cannot be filed electronically. Circumstances under which the *Notice of Manual Filing* should be used include, but are not limited to, the following:

- (1) the electronic file size of the document exceeds 2.0 megabytes;
- (2) the document cannot be converted to an electronic format;
- (3) the document contains confidential, business proprietary or classified information;
- (4) the document is filed under seal pursuant to Court Order; and/or
- (5) other

### **M. Uniformity on Filings**

For the purpose of uniformity, we ask that all motions be filed with a proposed order preceding the motions (unless otherwise noted in individual Chambers' procedure policy).

Please make separate entries for all forms, and enter the forms into the system in numerical order. For example, make separate entries for a *Notice of Appearance* (Form 11), *Business Proprietary Information Certification* (Form 17) and *Notification of Termination of Access to BPI* (Form 18).

### **N. Technical Difficulty with Court's CM/ECF System**

When a document cannot be filed electronically because of difficulties with the Court's end of the CM/ECF system and not a technical failure with the filer's equipment or Internet connection to the system, the filer should print (if possible) a copy of the error message received and complete a *Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties* (CM/ECF Form No. 11 found in the Appendix on page 34).

If a filer misses a filing deadline as a result of the Court's technical difficulties, the filer shall contact the CM/ECF Help Desk at 1-866-450-1859 to inform the Clerk's

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#### **IV. Basic User Information for Working with the ECF System (continued)**

##### **N. Technical Difficulty with Court's CM/ECF System (continued)**

Office of the difficulty. Additionally, the party shall submit the untimely filed document in paper form, accompanied by a declaration, CM/ECF Form No. 11. The document and declaration shall be filed by hand or overnight courier no later than 12:00 noon (Eastern Time) of the first day on which the Court is open for business following the original filing deadline.

##### **O. Z Motion and Z Document**

In order to help filers meet a deadline when they cannot find the appropriate system entry for the document they are attempting to file, the Court has created what is known as the "Z" motion and "Z" document. These entries appear as the last entries in their respective categories.

The following three criteria must be met before a filer may use the "Z" motion or "Z" document entries.

1. The filer cannot locate a suitable docket entry description in the CM/ECF system;  
**and**
2. The filing is due the day on which the filing is attempted;  
**and**
3. It is after the Court's regular business hours (5:00 p.m. Eastern Time). If it is during business hours of the Clerk's Office, 8:30 a.m. to 5:00 p.m. Eastern Time, then call the CM/ECF Help Desk at 1-866-450-1859 for assistance.

If a filer uses the "Z" motion or "Z" document, then he/she must fully describe the document being filed and attach a copy of the document to the entry in order to preserve the filing date. Furthermore, when a filer uses a "Z" motion or "Z" document, the filer is to call the CM/ECF Help Desk at 1-866-450-1859 by 12:00 noon (Eastern Time) of the first day on which the Court is open for business after the "Z" motion and/or "Z" document was filed. The filer will be asked to provide the court number, the electronic filing date and the document number of the "Z" entry. The Clerk's Office will correct the entry. No "Z" motion or "Z" document shall be left as the permanent entry in the CM/ECF system.

Filers should never use a "Z" entry when there is a suitable system entry for the document they are filing. Excessive and/or inappropriate use of the "Z" entry is discouraged and the Clerk's Office will address this matter with the individual filer.

---

## **V. How To Access the ECF System**

### **A. Distinction Between the Training and Live Databases**

The CM/ECF system consists of two databases. One database is the Training Database and the other is the Live Database.

The Training Database helps users learn to navigate the system. The Training Database may be accessed via the Court's website at [www.cit.uscourts.gov](http://www.cit.uscourts.gov). No amount of experimentation can alter or harm the data in the Training Database. It is recommended that users practice filing documents in the Training Database before attempting to file documents in the Live Database. Only attorneys will receive a login and password for the Training Database. Public users will not have access to it.

The Live Database enables users to electronically file documents with the Court. Once a document is filed with the Court, all parties associated with the case will be able to view it. More importantly, once a document is electronically filed with the Court, it cannot be corrected or changed. Therefore, when filing in the Live Database, please be sure that the actions taken are actions intended for the Court to act upon. The Live Database may be accessed via the Court's website at [www.cit.uscourts.gov](http://www.cit.uscourts.gov).

### **B. How to Access the ECF Training Database**

- Start *Netscape, Internet Explorer or other web browser*
- Type in the following URL internet address: <http://www.cit.uscourts.gov>
- Select *Training Database* under the Case Management/Electronic Case Files (CM/ECF) heading. The security information screen appears.
- Click on [*Continue*] when the security information screen displays.
- Click on *Training Database - Document Filing System*. The ECF Login screen displays.



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## V. How To Access the ECF System (continued)

### B. How to Access the ECF Training Database (continued)

- Enter your login and password for the Training Database in the appropriate data entry fields. **Please Note:** Logins and passwords are case sensitive and the login and password for the Training Database is different than that for the Live Databases. If you forgot your password, please complete the form *Notice of Loss/Compromise of CM/ECF User Information* (CM/ECF Form No. 9) as found in the Appendix on page 45 in the document *Loss or Compromise of CM/ECF Password*.
- Click on [*Login*] to continue. The CM/ECF screen with the available CM/ECF system options appears on the screen. (**Note:** If you incorrectly entered data, then click on the [*Clear*] button to clear the information from the screen.)
- Congratulations! You have accessed the Court's Training Database. Explore it to become familiar with its features. You cannot hurt anything here. **Note:** Although the Training Database is a practice database, **please do not file anything personal or confidential on it since anyone with a Training Database login and password will have access to it.**

### C. How to Access the ECF Live Database

- Start *Netscape, Internet Explorer or other web browser*
- Type in the following URL internet address: <http://www.cit.uscourts.gov>
- Select *Live Database* under the Case Management/Electronic Case Files (CM/ECF) heading. The security information screen appears.
- Click on [*Continue*] when the security information screen displays.
- Click on *Live Database - Document Filing System*. The ECF Login screen displays.

---

## V. How To Access the ECF System (continued)

### C. How to Access the ECF Live Database (continued)

- Enter your login and password for the Live Database in the appropriate data entry fields. **Please Note:** Logins and passwords are case sensitive and the login and password for the Live Database is different than that for the Training Database. If you forgot your password, please complete the form *Notice of Loss/Compromise of CM/ECF User Information* (CM/ECF Form No. 9) as found in the Appendix on page 45 of the document *Loss or Compromise of CM/ECF Password*.
- Click on [*Login*] to continue. The CM/ECF screen with the available CM/ECF system options appears on the screen. (**Note:** If you incorrectly entered data, then click on the [*Clear*] button to clear the information from the screen.)
- Congratulations! You have accessed the Court's Live Database. Be careful when working in this database because you are working with live data. **Note:** An attorney's login and password is the same as the attorney's signature. Any document filed with the Court under the attorney's login and password is treated as though the attorney signed and filed that document with the Court.

---

## VI. Filing Case Events

**Important:** Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 5-7 of the manual for instructions on how to convert a document to PDF format.

### A. Answer to Complaint

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* window.
2. Click on *Answers to Complaints* under *Initial Pleadings and Service* submenu (see **Figure VI - 1**).

**Figure VI - 1**



3. Type in the case number in the following format: **yy-xxxxx** (see **Figure VI - 2**). Click on *[Next]*.

**Figure VI - 2**

A screenshot of a web application window titled "Answers to Complaints". The window has a light gray background. There is a section titled "Case Number" with a text input field containing "1-02-cv-12346". To the right of the input field, there is a hint text: "99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345". Below the input field, there are two buttons: "Next" and "Clear".

---

## VI. Filing Case Events (continued)

### A. Answer to Complaint (continued)

4. Highlight the party on whose behalf you are filing. **Tip:** If you have more than one party filer, then hold down the [Ctrl] key and highlight the other parties by clicking on the appropriate names. There will be no need to either add or create a party at this point. The filer's name already appears in the system (see **Figure VI - 3**). Click on [Next].

The screenshot shows a web interface titled "Answers to Complaints" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". Under the heading "Select the filer:", there are two columns. The left column, "Select the Party:", has a list box containing "Bethlehem Steel Corporation, [Plaintiff]", "National Steel Corporation, [Plaintiff]", and "United States, [Defendant]". The right column, "Select a Group:", has radio buttons for "No Group", "All Defendants", "All Plaintiffs", and "All Parties". A link "Add/Create New Party" is also present. At the bottom are "Next" and "Clear" buttons.

Figure VI - 3

5. After you select the party, the system may display the attorney associations screen (see **Figure VI - 4**). If so, then select attorney associations if applicable. **Note:** Clicking on this box will create a link in the system between the attorney and the case. Checking this box will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case. Check the *Lead* box if you are the lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked since this adds the phrase "Attorney to be Noticed" to the docket sheet. Click on [Next].

The screenshot shows the "Answers to Complaints" screen for the same case. It displays the message: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this, there is a line with a checked checkbox, the text "United States (pty.dft) represented by citatty (aty)", an unchecked checkbox for "Lead", and a checked checkbox for "Notice". At the bottom are "Next" and "Clear" buttons.

Figure VI - 4

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## VI. Filing Case Events (continued)

### A. Answer to Complaint (continued)

6. Select the complaint you are answering by clicking on the box before the complaint (see **Figure VI - 5**). After you select the complaint, you are asked to file your case-related documents. The documents must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document.** To attach PDF documents and attachments, follow the directions on pages 7-11 of the manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click on [Next].

**Answers to Complaints**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	10/15/2002	5	Complaint against United States. Answer due by 12/16/2002. Filed by Kevin M. Dempsey of Dewey Ballentine, LLP on behalf of Bethlehem Steel Corporation, National Steel Corporation. Filing fee collected, receipt #w/finance.(Fong, Sam) (Entered: 09/05/2003)

Select the **pdf** document (for example: CA199cv501-21.pdf).

**Filename**

**Attachments to Document:** ☒ No ☐ Yes

**Figure VI - 5**

---

## VI. Filing Case Events (continued)

### A. Answer to Complaint (continued)

7. Click on the **Answer Deadline** box to satisfy the deadline (see **Figure VI - 6**) or click on [*Satisfy all*] to satisfy all deadlines. Click on [*Next*].

**Figure VI - 6**

**Answers to Complaints**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

*All deadlines with a check mark will be satisfied. It is not necessary to remove the date if a deadline will not be satisfied.*

Satisfy Date: 9/5/2003

Filing Date #	Docket Text
1:02-cv-12346-GWC 10/15/2002 <a href="#">u</a>	Complaint against United States. Answer due by 12/16/2002. Filed by Kevin M. Dempsey of Dewey Ballentine, LLP on behalf of Bethlehem Steel Corporation, National Steel Corporation. Filing fee collected, receipt #w/finance (Fong, Sam)

☒ Answer Deadline (Gov't) for United States      12/16/2002      Date satisfied 9/5/2003

8. If the answer you are filing . . .
  - includes a third-party complaint, cross-claim or counterclaim (see **Figure VI - 7**), then check the appropriate box and click on [*Next*].
  - does not include a third-party complaint, cross-claim or counterclaim, then click on [*Next*].

**Figure VI - 7**

**Answers to Complaints**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

☐ Does this filing include a **third-party** complaint? (If yes, click on the box)

☐ Does this filing include a **cross-claim** ? (If yes, click on the box)

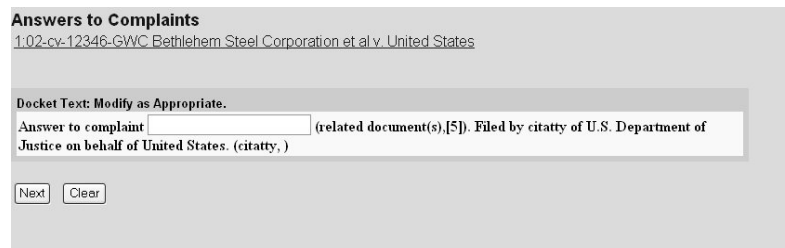
☐ Does this filing include a **counterclaim** ? (If yes, click on the box)

---

## VI. Filing Case Events (continued)

### A. Answer to Complaint (continued)

9. The screen with the docket text information (see **Figure VI - 8**) offers an opportunity to modify the text. The text can be modified by typing in the free text box. When finished, click on *[Next]*. If you do not wish to modify the text, click on *[Next]*.



The screenshot shows a web interface titled "Answers to Complaints" with a case number "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". Below this, it says "Docket Text: Modify as Appropriate." There is a text input field containing "Answer to complaint (related document(s),[5]). Filed by citatty of U.S. Department of Justice on behalf of United States. (citatty,)" and a "Next" button.

**Figure VI - 8**

10. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VI-9). Once you click on *[Next]* on the final text screen, you will have no opportunity to change or correct your entry. The *[Next]* button commits the transaction!!**

- If your entry is correct, then click on *[Next]*.
- If the entry is not correct, then hit the *[Back]* button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* on the Toolbar to restart.



The screenshot shows the same web interface as Figure VI-8, but with the title "Docket Text: Final Text". Below the text input field, there is a warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." There are "Next" and "Clear" buttons.

**Figure VI - 9**

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## VI. Filing Case Events (continued)

### A. Answer to Complaint (continued)

11. The last screen the system displays is the notice of electronic filing. This screen is your receipt of the filing (see **Figure VI - 10**). **Note:** See pages 15-16 of the manual for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.



**Figure VI - 10**



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## VI. Filing Case Events (continued)

**Important:** Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 5-7 of the manual for instructions on how to convert a document to PDF format.

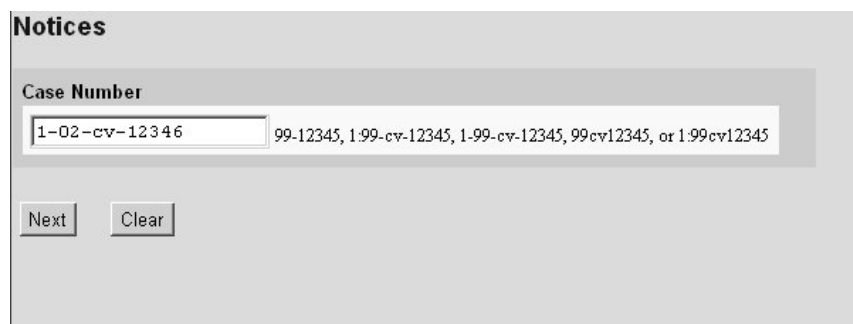
### B. Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A)

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* window.
2. Click on *Notices* under *Other Filings* submenu (see **Figure VI - 11**).



**Figure VI - 11**

3. Type in the case number in the following format: **yy-xxxxx** (see **Figure VI - 12**). Click on *[Next]*.

The screenshot shows a form titled "Notices". It has a section labeled "Case Number" containing a text input field with the value "1-02-cv-12346". To the right of the input field is a hint text: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

**Figure VI - 12**

---

## VI. Filing Case Events (continued)

### B. Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) (continued)

4. Highlight the party on whose behalf you are filing (see **Figure VI - 13**). **Tip:** If you have more than one party filer, then hold down the *[Ctrl]* key and highlight the other parties by clicking on the appropriate names. There will be no need to either add or create a party at this point. The filer's name already appears in the system. Choose one of the group options if it applies and click on *[Next]*.

**Figure VI - 13**

The screenshot shows a web interface titled "Notices" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". Under "Select the filer:", there are two sections: "Select the Party:" and "Select a Group:". The "Select the Party:" section has a list box containing "Bethlehem Steel Corporation, [Plaintiff]", "National Steel Corporation, [Plaintiff]", and "United States, [Defendant]". The "Select a Group:" section has radio buttons for "No Group", "All Defendants", "All Plaintiffs", and "All Parties". There is a link "Add/Create New Party" and "Next" and "Clear" buttons at the bottom.

5. After you select the party, the system may display the attorney associations screen (see **Figure VI - 14**.) If so, then select attorney associations if applicable. **Note:** Clicking on this box will create a link in the system between the attorney and the case. Checking this box will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case. Check the *Lead* box if you are the lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked since this adds the phrase "Attorney to be Noticed" to the docket sheet. Click on *[Next]*.

**Figure VI - 14**

The screenshot shows the "Notices" screen for the same case. It displays a message: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this, there are two rows of checkboxes. The first row is for "National Steel Corporation (pty:pla) represented by CITaty1 (aty)" with checkboxes for "Lead" (unchecked) and "Notice" (checked). The second row is for "Bethlehem Steel Corporation (pty:pla) represented by CITaty1 (aty)" with checkboxes for "Lead" (unchecked) and "Notice" (checked). There are "Next" and "Clear" buttons at the bottom.

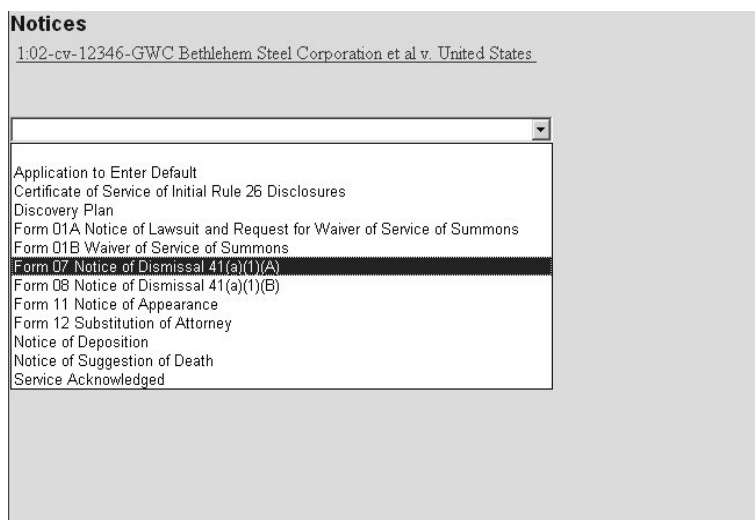
---

## VI. Filing Case Events (continued)

### B. Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) (continued)

6. Select (by using the drop-down arrow as shown in **Figure VI - 15a**) the event code that describes your document e.g., *Form 07 Notice of Dismissal 41(a)(1)(A)*, by highlighting the description. The event code will appear in the Notices dialog box (see **Figure VI - 15b**). Click on [Next].

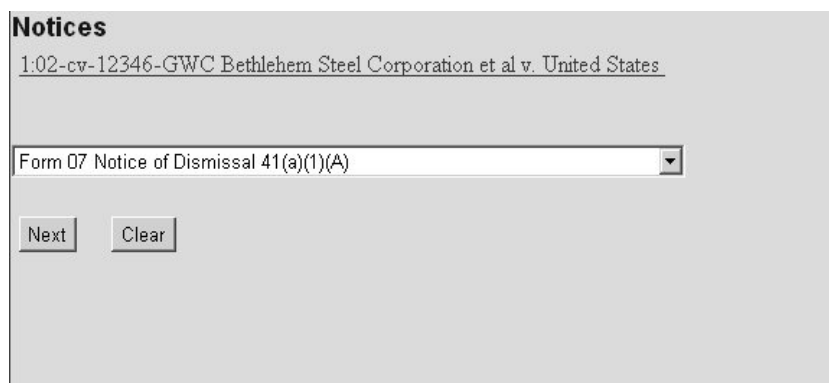
**Figure VI - 15a**



**Notices**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

Application to Enter Default  
Certificate of Service of Initial Rule 26 Disclosures  
Discovery Plan  
Form 01A Notice of Lawsuit and Request for Waiver of Service of Summons  
Form 01B Waiver of Service of Summons  
**Form 07 Notice of Dismissal 41(a)(1)(A)**  
Form 08 Notice of Dismissal 41(a)(1)(B)  
Form 11 Notice of Appearance  
Form 12 Substitution of Attorney  
Notice of Deposition  
Notice of Suggestion of Death  
Service Acknowledged

**Figure VI - 15b**



**Notices**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

Form 07 Notice of Dismissal 41(a)(1)(A)

Next Clear

---

## VI. Filing Case Events (continued)

### B. Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) (continued)

7. After you have selected the event code, you will be prompted to file your case-related documents (see **Figure VI - 16**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document.** To attach PDF documents and attachments, follow the directions on pages 7-11 of the manual entitled *How to Attach a PDF Document*. After you have added all PDF documents and attachments, click on [Next].

**Figure VI - 16**

**Notices**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**  
 **Browse...**

**Attachments to Document:** ☒ No ☐ Yes

**Next** **Clear**

8. The screen with the docket text information, offers an opportunity to modify the text (see **Figure VI - 17**). The text in the prefix box can be modified by selecting an appropriate description, for example, *First*, *Amended*, *Consent*, from the drop-down menu that appears in the box. Additionally, the text can be modified by typing in the free text box. When finished modifying the text, click on [Next]. If you do not wish to modify the text, click on [Next].

**Figure VI - 17**

**Notices**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

**Docket Text: Modify as Appropriate.**

Form 7 notice of dismissal pursuant to 41(a)(1)(A)  . Filed by  
CITaty1 of CIT Aty Training Acct #1 on behalf of Bethlehem Steel Corporation , National Steel Corporation  
(CITaty1, )

**Next** **Clear**

---

## VI. Filing Case Events (continued)

### B. Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) (continued)

9. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VI - 18). Once you click on [Next] on the final text screen, you will have no opportunity to change or correct your entry. The [Next] button commits the transaction!!**
- If your entry is correct, then click on [Next].
  - If the entry is not correct, then hit the [Back] button on the toolbar to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart.

**Notices**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

**Docket Text: Final Text**  
Form 7 notice of dismissal pursuant to 41(a)(1)(A). Filed by CITaty1 of CIT Atty Training Acct #1 on behalf of National Steel Corporation, Bethlehem Steel Corporation.(CITaty1, )

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

**Figure VI - 18**

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## VI. Filing Case Events (continued)

### B. Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) (continued)

10. The last screen the system displays is the notice of electronic filing (see **Figure VI - 19**). This screen is your receipt of the filing. **Note:** See pages 15-16 of the manual for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

**Notices**  
[1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States](#)

U.S. Court of International Trade  
TRAINING Database

Notice of Electronic Filing

The following transaction was received from CITaty1, entered on 9/5/2003 at 3:59 PM and filed on 9/5/2003

**Case Name:** Bethlehem Steel Corporation et al v. United States  
**Case Number:** [1:02-cv-12346](#)  
**Filer:** Bethlehem Steel Corporation  
National Steel Corporation  
**Document Number:** [8](#)

**Docket Text:**  
Form 7 notice of dismissal pursuant to 41(a)(1)(A). Filed by CITaty1 of CIT Atty Training Acct #1 on behalf of Bethlehem Steel Corporation, National Steel Corporation. (CITaty1, )

The following document(s) are associated with this transaction:

**Figure VI - 19**

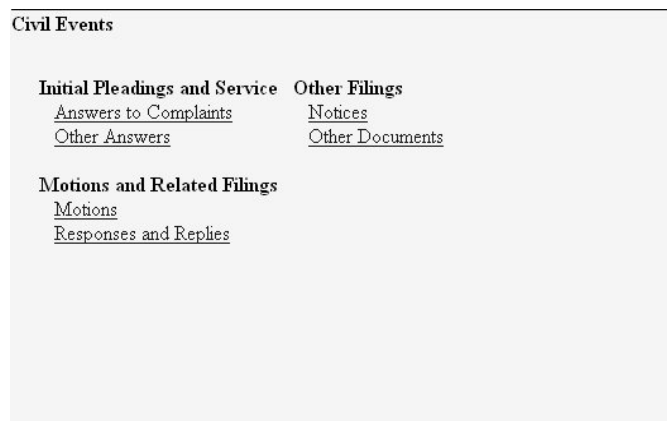
---

## VI. Filing Case Events

**Important:** Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 5-7 of the manual for instructions on how to convert a document to PDF format.

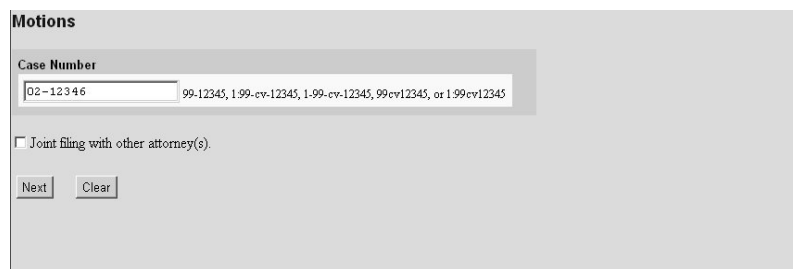
### C. Consent Motion for Extension of Time

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Motions* under the *Motions and Related Filings* submenu (see **Figure VI - 20**).



**Figure VI - 20**

3. Type in the case number in the following format: **yy-xxxxx** (see **Figure VI -21**). Check the box *Joint filing with other attorney(s)* only if this is a joint filing and select the attorney's name from the list of names that appears. **Note:** A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion. Click on [*Next*].

The screenshot shows a form titled "Motions". It has a section for "Case Number" with a text input field containing "02-12346" and a dropdown menu showing a list of case numbers: "99-12345, 199-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345". Below this is a checkbox labeled "Joint filing with other attorney(s)". At the bottom of the form are two buttons: "Next" and "Clear".

**Figure VI - 21**

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## VI. Filing Case Events (continued)

### C. Consent Motion for Extension of Time (continued)

4. Highlight the party on whose behalf you are filing (see **Figure VI - 22**). **Tip:** If you have more than one party filer, hold down the [CTRL] key and highlight parties by clicking on the appropriate entries. There will be no need to either add or create a party at this point. The filer's name already appears in the system. Click on [Next].

**Figure VI - 22**

The screenshot shows a web interface titled "Motions" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". Under "Select the filer.", there are two sections: "Select the Party:" and "Select a Group:". The "Select the Party:" section has a dropdown menu with three options: "Bethlehem Steel Corporation, [Plaintiff]", "National Steel Corporation, [Plaintiff]", and "United States, [Defendant]". The "Select a Group:" section has four radio button options: "No Group", "All Defendants", "All Plaintiffs", and "All Parties". There is a link "Add/Create New Party" next to the "Select a Group:" section. At the bottom are "Next" and "Clear" buttons.

5. After you select the party, the system may display the attorney associations screen (see **Figure VI - 23**.) If so, then select attorney associations if applicable. **Note:** Clicking on this box will create a link in the system between the attorney and the case. Checking this box will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case. Check the *Lead* box if you are the lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked since this adds the phrase "Attorney to be Noticed" to the docket sheet. Click on [Next].

**Figure VI - 23**

The screenshot shows a web interface titled "Motions" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". It contains the text: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this text are two rows of checkboxes. The first row is for "National Steel Corporation (pty:pla) represented by CITaty1 (aty)" with checkboxes for "Lead" (unchecked) and "Notice" (checked). The second row is for "Bethlehem Steel Corporation (pty:pla) represented by CITaty1 (aty)" with checkboxes for "Lead" (unchecked) and "Notice" (checked). At the bottom are "Next" and "Clear" buttons.



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## VI. Filing Case Events -(continued)

### C. Consent Motion for Extension of Time (continued)

6. Select the event code that describes your document by clicking on it. Please try to be as specific as possible when selecting a description. For this example we would select a *Motion for Extension of Time* (see **Figure VI - 24**). (**Important note:** always choose the most specific motion.) Click on [Next].

**Figure VI - 24**

**Motions**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

Motion for Entry of Scheduling Order  
Motion for Errata  
Motion for Excess Pages  
**Motion for Extension of Time**  
Motion for Extension of Time to Complete Discovery  
Motion for Extension of Time to File Answer to Complaint  
Motion for Extension of Time to File Brief  
Motion for Extension of Time to File Complaint

Next Clear

7. After selecting the appropriate motion, you will be prompted to file your case-related documents (see **Figure VI - 25**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document.** To attach PDF documents and attachments, follow the directions on pages 7-11 of the manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click on [Next].

**Figure VI - 25**

**Motions**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename  
 Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

---

## VI. Filing Case Events (continued)

### C. Consent Motion for Extension of Time (continued)

8. Check the box *Should the document you are filing link to another document in this case* if you would like your document linked to a docket entry (see **Figure VI - 26**). (**Note:** This is an optional entry. Checking this box will link the motion in the docket sheet to its corresponding event. For example, if you are docketing a consent motion to extend time to respond to a motion, checking the motion event would allow you to link the document to the motion.) **Important:** If you decide to link the documents, then be sure to complete steps 9 & 10 before you click on [Next]. If you link documents, complete steps 9 & 10 and click on [Next], the system will display a screen that lists the events to which your event relates. Click on the event and click on [Next].
9. Select all parties entitled to respond to your motion (see **Figure VI - 26**). Click on [Next]. Notice that on the bottom of the screen the response due date has been created. **Note:** If this is a consent motion, then ignore the response due date.
10. The system displays the screen that allows you to enter a new response date deadline (see **Figure VI - 26**). Enter the new requested deadline in this box in the following format: **MM/DD/YY** and click on [Next].

**Motions**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

☐ Should the document you are filing link to another document in this case?

Select party for deadline(s) below

Select the Party:

Bethlehem Steel Corporation [Plaintiff]  
National Steel Corporation [Plaintiff]  
United States [Defendant]

Response Deadline

Response Due Date  
01/3/2006

Enter requested new date: 1/27/2006

Next Clear

**Figure VI - 26**

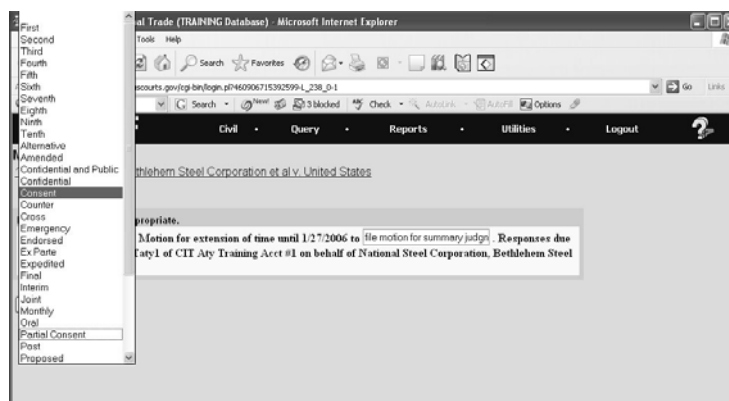
---

## VI. Filing Case Events (continued)

### C. Consent Motion for Extension of Time (continued)

11. This screen with the docket text information offers an opportunity to modify the docket text (see **Figure VI - 27**). Text can be modified by selecting a description from the drop-down prefix box. **Note:** If the motion is a consent motion, then you must use the drop-down box to select *Consent* and ignore the response due date. You may also modify the text by typing in the free text box. **Note:** If you used the generic event *Motion for Extension of Time*, then you need to describe the action you wish to take, for example, *file motion for summary judgment*. When you are finished modifying the text, then click on [Next].

**Figure VI - 27**



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## VI. Filing Case Events (continued)

### C. Consent Motion for Extension of Time (continued)

12. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VI - 28). Once you click on [Next] on the final text screen, you will have no opportunity to change or correct your entry. The [Next] button commits the transaction!!**
- If your entry is correct, then click on [Next]. The system displays the notice of electronic filing screen.
  - If the entry is not correct, then hit the [Back] button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart.

**Motions**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

**Docket Text: Final Text**  
Consent Motion for extension of time until 1/27/2006 to file motion for summary judgment. Responses due by 1/3/2006. Filed by CITaty1 of CIT Atty Training Acct #1 on behalf of National Steel Corporation, Bethlehem Steel Corporation.(CITaty1,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

**Figure VI - 28**

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## VI. Filing Case Events (continued)

### C. Consent Motion for Extension of Time (continued)

13. The last screen the system displays is the notice of electronic filing (see **Figure VI - 29**). This screen is your receipt of the filing. **Note:** See pages 15-16 of the manual for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

**Motions**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

U.S. Court of International Trade  
TRAINING Database

Notice of Electronic Filing

The following transaction was received from CITaty1, entered on 12/13/2005 at 4:12 PM EDT and filed on 12/13/2005

Case Name: Bethlehem Steel Corporation et al v. United States  
Case Number: 1:02-cv-12346  
Filer: Bethlehem Steel Corporation  
National Steel Corporation  
Document Number: 2

Docket Text:  
Consent Motion for extension of time until 1/27/2006 to file motion for summary judgment. Responses due by 1/3/2006. Filed by CITaty1 of CIT Ary Training Acct #1 on behalf of National Steel Corporation, Bethlehem Steel Corporation (CITaty1,)

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: C:\Documents and Settings\sfong\My Documents\02-12346.pdf  
Electronic document Stamp:

**Figure VI - 29**

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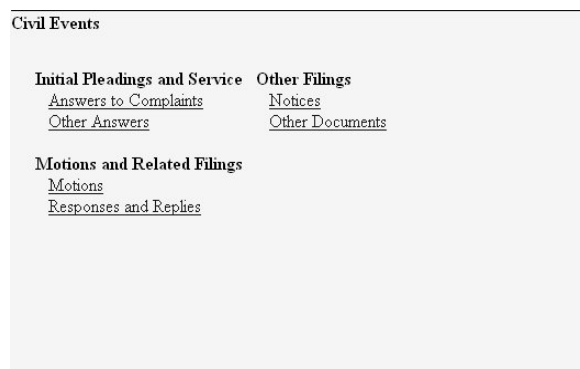
## VI. Filing Case Events (continued)

**Important:** Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 5-7 of the manual for instructions on how to convert a document to PDF format. **Reminder:** Any document or attachment that exceeds 2MB falls under the Bulky Document Standard. Please refer to page 13 of the User's Manual for directions on filing such documents/attachments.

### D. Motion to Intervene and Required Related Filings - Please refer to page 50 of the manual for a list of the related filings that must follow the filing of a Motion to Intervene, e.g., *Form 11 - Notice of Appearance*.

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Motions* under the *Motions and Related Filings* submenu (see **Figure VI - 30**).

**Figure VI - 30**



3. Type in the case number in the following format: **yy-xxxxx** (see **Figure VI - 31**). Check the box *Joint filing with other attorney(s)* only if this is a joint filing. **Note:** A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion. Click on [Next].

**Figure VI - 31**

The screenshot shows a web interface titled "Motions". It features a "Case Number" label above a text input field containing "02-12346". To the right of the input field is a list of valid case number formats: "99-12345, 199-cv-12345, 1-99-cv-12345, 99-cv12345, or 199cv12345". Below this is a checkbox labeled "Joint filing with other attorney(s)". At the bottom are two buttons: "Next" and "Clear".

---

## VI. Filing Case Events (continued)

### D. Motion to Intervene and Required Related Filings (continued)

- The system displays the select filer screen (see **Figure VI - 32**) . Since you are not a party to the case yet, you must click on *Add/Create New Party*.

**Motions**

1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

Select the filer.

Select the Party:      OR      Select a Group:

Bethlehem Steel Corporation, [Plaintiff]  
National Steel Corporation, [Plaintiff]  
United States, [Defendant]

☒ No Group      [Add/Create New Party](#)  
☐ All Defendants  
☐ All Plaintiffs  
☐ All Parties

Next      Clear

**Figure VI - 32**

- Type in the party name if known (see **Figure VI - 33**). **Tip:** If you do not know the party's name, then type the first three characters of the party's business name and click on [*Search*]. **Note:** Refer to page 12 of the User's Manual for an explanation as to why you should type just the first three characters of the party's business name if unknown.

Search for a party

Last/Business name    Hon

Search      Clear

**Figure VI - 33**

---

## VI. Filing Case Events (continued)

### D. Motion to Intervene and Required Related Filings (continued)

6. If the party . . .

- ▶ **is listed** among the system entries, then highlight the party and click on *Select name from list* (see **Figure VI - 34**). **Note:** Information such as *doing business as* should be added on the next screen. The system next displays the party information screen.

**Figure VI - 34**

The screenshot shows a web interface for searching parties. At the top, there is a section titled "Search for a party" with a text input field labeled "Last/Business name". Below the input field are two buttons: "Search" and "Clear". Underneath this section is a "Party search results" area. It contains a dropdown menu with "Hontex Enterprises, Inc." selected. Below the dropdown are two buttons: "Select name from list" and "Create new party".

- ▶ **is not listed** among the system entries, then click on *Create new party* (see **Figure VI - 35**). The system next displays the party information screen. **Note:** The example, *Marvel Enterprises*, is used in this manual to illustrate the situation where a party is not in the database.

**Figure VI - 35**

The screenshot shows the same "Search for a party" interface as Figure VI - 34. The "Party search results" section now displays the text "No person found." instead of a dropdown menu. The "Create new party" button remains visible below the text.



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## VI. Filing Case Events (continued)

### D. Motion to Intervene and Required Related Filings (continued)

7. Enter the party information business name in the *Last Name* box unless it is an individual **and** only if you did not find a match on the previous screen. **Note:** Information such as *doing business as* or *formerly known as* must be created or added as though it was a new party. Skip the other address text boxes and go to the *Role* field. Click on the drop-down arrow in the *Role* box and highlight the role of the party (see **Figure VI - 36**). You do not need to add any other information on this screen. **Note:** Steps 4 - 7 must be repeated for each additional party you represent. Click on [Submit] if there are no other parties (see **Figure VI - 37**).

Figure VI - 36

The screenshot shows the 'Party Information' form. The 'Last name' field contains 'Marvel Enterprise'. The 'Role' dropdown menu is open, displaying a list of roles including 'Plaintiff (pla.pt)', 'Amicus (am.pt)', 'Consolidated Plaintiff (cp.pt)', 'Counter Claimant (cc.pt)', 'Counter Defendant (cd.pt)', 'Cross Claimant (cc.pt)', 'Cross Defendant (cd.pt)', 'Defendant (dft.pt)', 'In Re (in re.pt)', 'Interested Party (ip.pt)', 'Intervenor (inv.pt)', 'Intervenor Defendant (intvdf.pt)', 'Intervenor Plaintiff (intvpla.pt)', 'Petitioner (pet.pt)', 'Plaintiff (pla.pt)', 'Proposed Amicus (pam.pt)', 'Proposed Consolidated Plaintiff (pcp.pt)', 'Proposed Intervenor Defendant (pintvdf.pt)', 'Proposed Intervenor Plaintiff (pintvpla.pt)', 'Respondent (res.pt)', 'Special Master (sm.pt)', 'ThirdParty Defendant (3pd.pt)', and 'ThirdParty Plaintiff (3pp.pt)'. The 'Pro se' dropdown is set to 'no'. At the bottom, there are 'Submit' and 'Cancel' buttons.

Figure VI - 37

The screenshot shows the 'Party Information' form with the 'Role' dropdown menu closed. The 'Role' field now displays 'Proposed Intervenor Defendant (pintvdf.pt)'. The 'Start date' field is populated with '12/13/2005'. At the bottom, there are 'Submit', 'Cancel', and 'Clear' buttons.

---

## VI. Filing Case Events (continued)

### D. Motion to Intervene and Required Related Filings (continued)

8. Highlight the party you just added (*Marvel Enterprises*) and the party that you selected from the list (*Hontex*) (see **Figure VI - 38**). After all parties are selected, click on *[Next]*.

The screenshot shows a web interface titled "Motions" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". Under "Select the filer:", there are two sections: "Select the Party:" and "Select a Group:". The "Select the Party:" section has a list box containing: "Marvel Enterprise [Proposed Intervenor Defendant]", "Hontex Enterprises, Inc. [Proposed Intervenor Defendant]", "Bethlehem Steel Corporation [Plaintiff]", "National Steel Corporation [Plaintiff]", and "United States [Defendant]". The "Select a Group:" section has radio buttons for "No Group", "All Defendants", "All Plaintiffs", and "All Parties". There is a link "Add/Create New Party" and "Next" and "Clear" buttons at the bottom.

**Figure VI - 38**

9. After you select the party, the system may display the attorney associations screen (see **Figure VI - 39**.) If so, then select attorney associations if applicable. **Note:** Clicking on this box will create a link in the system between the attorney and the case. Checking this box will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case. Check the *Lead* box if you are the lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked since this adds the phrase “Attorney to be Noticed” to the docket sheet. Click on *[Next]*.

The screenshot shows a web interface titled "Motions" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". It displays a message: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this, there are two rows of checkboxes. The first row is for "Hontex Enterprises, Inc. (pty:ptvdfit) represented by CITaty2 (aty)" with checkboxes for "Lead" (unchecked) and "Notice" (checked). The second row is for "Marvel Enterprise (pty:ptvdfit) represented by CITaty2 (aty)" with checkboxes for "Lead" (unchecked) and "Notice" (checked). There are "Next" and "Clear" buttons at the bottom.

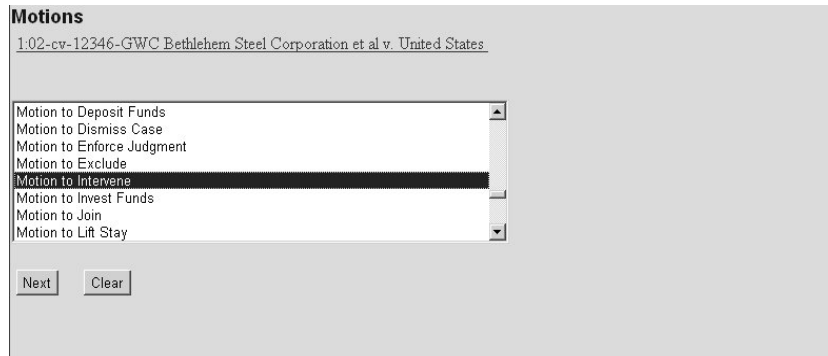
**Figure VI - 39**

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## VI. Filing Case Events (continued)

### D. Motion to Intervene and Required Related Filings (continued)

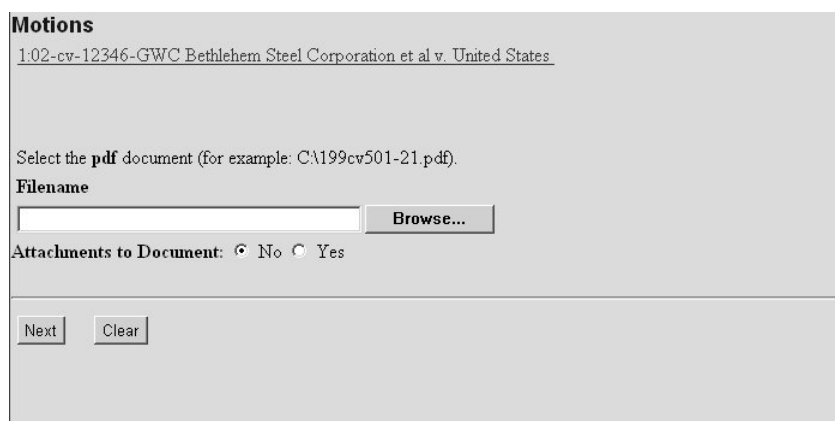
10. Scroll down through the list of motions and highlight, for purposes of this example, *Motion to Intervene* (see **Figure VI - 40**). Click on [Next].



The screenshot shows a web interface titled "Motions" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". A list box contains the following options: "Motion to Deposit Funds", "Motion to Dismiss Case", "Motion to Enforce Judgment", "Motion to Exclude", "Motion to Intervene" (highlighted), "Motion to Invest Funds", "Motion to Join", and "Motion to Lift Stay". Below the list are "Next" and "Clear" buttons.

**Figure VI - 40**

11. After you select the appropriate motion, you will be prompted to file your case-related documents (see **Figure VI - 41**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document.** To attach PDF documents and attachments, follow the directions on pages 7-11 of the manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click on [Next].



The screenshot shows the "Motions" screen for the same case. It prompts the user to "Select the pdf document (for example: CA199cv501-21.pdf)". There is a "Filename" label, a text input field, and a "Browse..." button. Below this, it says "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". "Next" and "Clear" buttons are at the bottom.

**Figure VI - 41**

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## VI. Filing Case Events (continued)

### D. Motion to Intervene and Required Related Filings (continued)

12. Select all parties entitled to respond to your motion (see **Figure VI - 42**). Exclude yourself. **Tip:** If you have more than one party filer, then hold down the **[CTRL]** key and highlight parties by clicking on the appropriate entries. Enter the type of party for which intervention is sought. Type in either *Defendant* or *Plaintiff* (or use the standard abbreviation for these terms found in the Appendix on pages 36-39) and click on *[Next]*.

The screenshot displays a web form titled "Motions" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". It includes a section for selecting parties for a deadline, a response deadline date of 01/3/2006, and a dropdown menu for the type of party (currently set to "defendants").

**Motions**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

Select party for deadline(s) below

Select the Party:

Bethlehem Steel Corporation [Plaintiff]
National Steel Corporation [Plaintiff]
United States [Defendant]

**Response Deadline**

Response Due Date  
01/3/2006

Enter type of party for which intervention is sought - either plaintiff or defendant:

**Figure VI - 42**

---

## VI. Filing Case Events (continued)

### D. Motion to Intervene and Required Related Filings (continued)

13. Click on the drop-down arrow on the screen that contains the docket text information to see if the event is listed (see **Figure VI - 43**). If it appears, select it by highlighting it. If it does not, then leave it blank. However, if the motion is a consent motion, then you must use the drop-down box to select *Consent* and ignore the response due date. You may also modify the text by typing in the free text box. When you are finished modifying the text, click on [Next].

**Figure VI - 43**

The screenshot shows a web interface titled "Motions" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". Below the title, it says "Docket Text: Modify as Appropriate." There is a dropdown menu currently showing "Motion to intervene as defendants intervenor". To the right of the dropdown is a text box containing "Responses due by 1/3/2006. Filed by CITaty2 of CIT Atty Training Acct #2 on behalf of Hontex Enterprises, Inc., Marvel Enterprise.(CITaty2, )". At the bottom are "Next" and "Clear" buttons.

14. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VI - 44). Once you click on [Next] on the final text screen, you will have no opportunity to change or correct your entry. The [Next] button commits the transaction!!**

- If your entry is correct, then click on [Next]. The system displays the notice of electronic filing screen.
- If the entry is not correct, then hit the [Back] button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart.

**Figure VI - 44**

The screenshot shows the same "Motions" interface. The dropdown menu is now "Motion to intervene as defendants intervenor. Responses due by 1/3/2006. Filed by CITaty2 of CIT Atty Training Acct #2 on behalf of Hontex Enterprises, Inc., Marvel Enterprise.(CITaty2, )". Below this, a warning message reads: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom are "Next" and "Clear" buttons.

---

## VI. Filing Case Events (continued)

### D. Motion to Intervene and Required Related Filings (continued)

15. The last screen the system displays is the notice of electronic filing (see **Figure VI - 45**). This screen is your receipt of the filing. **Note:** See pages 15-16 of the manual for instructions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

**Motions**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

U.S. Court of International Trade  
TRAINING Database

Notice of Electronic Filing

The following transaction was received from CITaty2, entered on 12/13/2005 at 4:33 PM EDT and filed on 12/13/2005

Case Name: Bethlehem Steel Corporation et al v. United States  
Case Number: 1:02-cv-12346  
Filer: Hontex Enterprises, Inc.  
Marvel Enterprise

Document Number: 10

**Docket Text:**  
Motion to intervene as defendants intervenor. Responses due by 1/3/2006. Filed by CITaty2 of CIT Atty Training Acct #2 on behalf of Hontex Enterprises, Inc., Marvel Enterprise.(CITaty2,)

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: C:\Documents and Settings\alefong\My Documents\02-12346.pdf  
Electronic document Stamp:

**Figure VI - 45**

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## VI. Filing Case Events (continued)

### D. Motion to Intervene and Required Related Filings (continued)

#### **Important Procedural Note!!**

Due to the requirements of *Motions to Intervene*, this entry must be followed up with two to four additional and separate docket entries **in the following order**.

#### **Required entries**

1. *Form 11 - Notice of Appearance* (found under *Notices*)
2. *Form 13 - Corporate Disclosure Statement* (found under *Other Documents*)

#### **Possible entries**

3. *Form 17 - Business Proprietary Information Certification* - (found under *Other Documents* - this is a case-specific filing and must be broken up into two separate filings, if applicable, one for attorneys and one for consultants. The filing for the attorney goes before the filing for the consultant).
4. *Motion for Preliminary Injunction* - this is the ONLY other document that may be filed until the motion to intervene has been granted.

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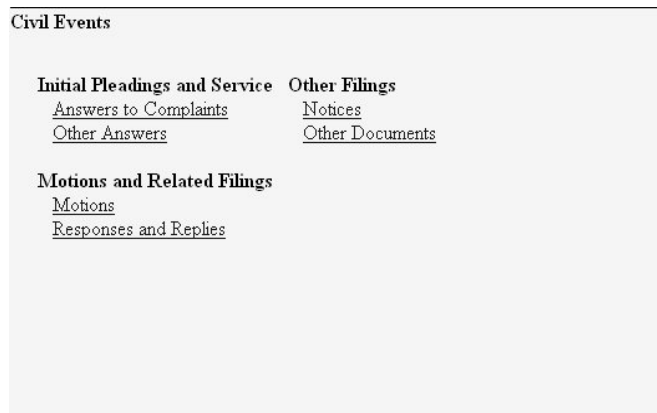
## VI. Filing Case Events (continued)

**Important:** Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 5-7 of the manual for instructions on how to convert a document to PDF format. **Reminder:** Any document or attachment that exceeds 2MB falls under the Bulky Document Standard. Please refer to page 13 of the User's Manual for directions on filing such documents/attachments.

### E. Motion for Judgment upon Agency Record 56.1

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Motions* under the *Motions and Related Filings* submenu (see **Figure VI - 46**).

**Figure VI - 46**



3. Type in the case number in the following format: **yy-xxxxx** (see **Figure VI - 47**). Check the box *Joint filing with other attorney(s)* only if this is a joint filing. **Note:** A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion. Click on [Next].

**Figure VI - 47**

The screenshot shows a window titled "Motions". It has a "Case Number" label above a text input field. The input field contains "02-12346" and a tooltip or suggestion box shows "99-12345, 1:99-cv-12345, 1:99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field is a checkbox labeled "Joint filing with other attorney(s)". At the bottom are two buttons: "Next" and "Clear".



---

## VI. Filing Case Events (continued)

### E. Motion for Judgment upon Agency Record 56.1 (continued)

4. Highlight the party on whose behalf you are filing (see **Figure VI - 48**). **Tip:** If you have more than one party filer, then hold down the [CTRL] key and highlight parties by clicking on the appropriate entries. **Note:** Select one of the group options if it applies. Click on [Next].

The screenshot shows a web interface titled "Motions" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". Under "Select the filer:", there are two columns. The left column, "Select the Party:", has a dropdown menu with "Bethlehem Steel Corporation, [Plaintiff]" selected. Below it are "Hontex Enterprises, Inc., [Proposed Intervenor Defendant]", "Marvel Enterprise, [Proposed Intervenor Defendant]", "National Steel Corporation, [Plaintiff]", and "United States, [Defendant]". The right column, "Select a Group:", has radio buttons for "No Group", "All Defendants", "All Plaintiffs", and "All Parties". A link "Add/Create New Party" is to the right. "Next" and "Clear" buttons are at the bottom.

**Figure VI - 48**

5. After you highlight the party, the system may display the attorney associations screen (see **Figure VI - 49**.) If so, then select attorney associations if applicable. **Note:** Clicking on this box will create a link in the system between the attorney and the case. Checking this box will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case. Check the *Lead* box if you are the lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked since this adds the phrase "Attorney to be Noticed" to the docket sheet. Click on [Next].

The screenshot shows a web interface titled "Motions" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". It contains the text: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this are two rows of checkboxes. The first row is for "National Steel Corporation (ptypla) represented by CITaty1 (aty)" with checkboxes for "Lead" (unchecked) and "Notice" (checked). The second row is for "Bethlehem Steel Corporation (ptypla) represented by CITaty1 (aty)" with checkboxes for "Lead" (unchecked) and "Notice" (checked). "Next" and "Clear" buttons are at the bottom.

**Figure VI - 49**

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## VI. Filing Case Events (continued)

### E. Motion for Judgment upon Agency Record 56.1 (continued)

6. Scroll down through the list of motions and highlight *Motion for Judgment upon Agency Record 56.1* (see **Figure VI - 50**). Click on [Next].

**Figure VI - 50**

**Motions**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

Motion for Injunction Pending Appeal  
Motion for Judgment as a Matter of Law  
Motion for Judgment on the Pleadings  
**Motion for Judgment upon Agency Record 56.1**  
Motion for Judgment upon Agency Record 56.2  
Motion for Leave to File  
Motion for Leave to File Discovery Material  
Motion for Leave to File Out of Time

Next Clear

7. After you select the appropriate motion, you will be prompted to file your case-related documents (see **Figure VI - 51**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document.** To attach PDF documents and attachments, follow the directions on pages 7-11 of the manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click on [Next].

**Figure VI - 51**

**Motions**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

Select the pdf document (for example: C:\199cv501-21.pdf).

**Filename**  
| | Browse...

Attachments to Document: ☒ No ☐ Yes


Next Clear

---

## VI. Filing Case Events (continued)

### E. Motion for Judgment upon Agency Record 56.1 (continued)

8. Select all the parties entitled to respond to your motion (see **Figure VI - 52**). **Tip:** If you have more than one party filer, then hold down the [CTRL] key and highlight and select the other parties by clicking on the appropriate names. Click on [Next].



**Motions**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

Select party for deadline(s) below

Select the Party:

- Bethlehem Steel Corporation [Plaintiff]
- Hontex Enterprises, Inc. [Proposed Intervenor/Defendant]
- Marvel Enterprise [Proposed Intervenor/Defendant]
- National Steel Corporation [Plaintiff]
- United States [Defendant]

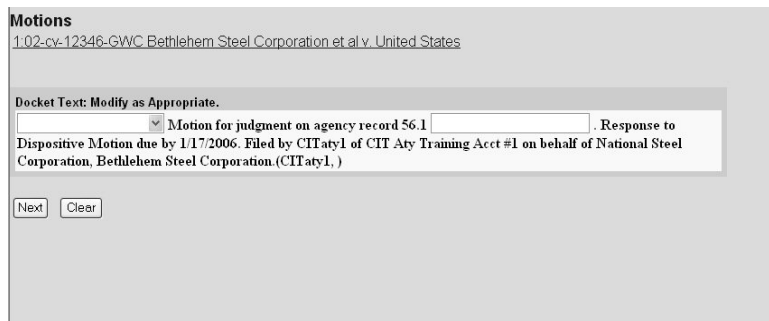
Response to Dispositive Motion Deadline

Response to Dispositive Motion Due Date  
01/17/2006

Next Clear

**Figure VI - 52**

9. The screen with the docket text information offers an opportunity to modify the docket text if appropriate (see **Figure VI - 53**). Text can be modified by selecting a description from the drop-down prefix box or by typing in the free text box. When you are finished modifying the text, click on [Next]. If you do not wish to modify the text, click on [Next].



**Motions**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

Docket Text: Modify as Appropriate.

▼ Motion for judgment on agency record 56.1 . Response to Dispositive Motion due by 1/17/2006. Filed by CITaty1 of CIT Aty Training Acct #1 on behalf of National Steel Corporation, Bethlehem Steel Corporation.(CITaty1, )

Next Clear

**Figure VI - 53**

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## VI. Filing Case Events (continued)

### E. Motion for Judgment upon Agency Record 56.1 (continued)

10. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VI - 54). Once you click on [Next] on the final text screen, you will have no opportunity to change or correct your entry. The [Next] button commits the transaction!!**

- If your entry is correct, then click on [Next]. The system displays the notice of electronic filing screen.
- If the entry is not correct, then hit the [Back] button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart.

**Motions**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

**Docket Text: Final Text**  
Motion for judgment on agency record 56.1. Response to Dispositive Motion due by 1/17/2006. Filed by CITaty1 of CIT Atty Training Acct #1 on behalf of National Steel Corporation, Bethlehem Steel Corporation.(CITaty1, )

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

**Figure VI - 54**

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## VI. Filing Case Events (continued)

### E. Motion for Judgment upon Agency Record 56.1 (continued)

11. The last screen the system displays is the notice of electronic filing (see **Figure VI - 55**). This screen is your receipt of the filing. **Note:** See pages 15-16 of the manual for instructions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

**Motions**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

U.S. Court of International Trade  
TRAINING Database

Notice of Electronic Filing

The following transaction was received from CITaty1, entered on 12/13/2005 at 4:45 PM EDT and filed on 12/13/2005

Case Name: Bethlehem Steel Corporation et al v. United States  
Case Number: 1:02-cv-12346  
Filer: Bethlehem Steel Corporation  
National Steel Corporation  
Document Number: 11

**Docket Text:**  
Motion for judgment on agency record 56.1. Response to Dispositive Motion due by 1/17/2006. Filed by CITaty1 of CIT Atty Training Acct #1 on behalf of National Steel Corporation, Bethlehem Steel Corporation. (CITaty1, )

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: C:\Documents and Settings\sfong\My Documents\02-12346.pdf  
Electronic document Stamp:

**Figure VI - 55**

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## VI. Filing Case Events (continued)

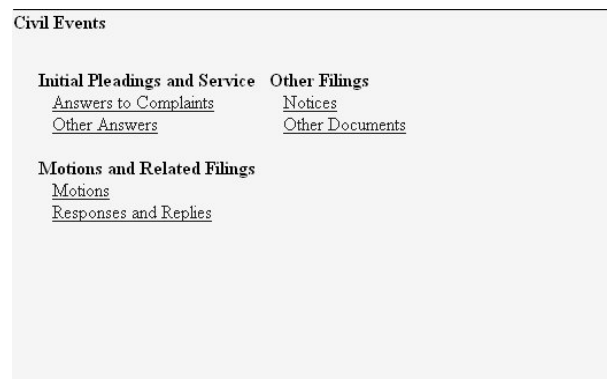
**Important:** Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 5-7 of the manual for instructions on how to convert a document to PDF format. **Reminder:** Any document or attachment that exceeds 2MB falls under the Bulky Document Standard. Please refer to page 13 of the User's Manual for directions on filing such documents/attachments.

### F. Response to Dispositive Motion for Judgment Upon Agency Record 56.1

**Important:** If the response contains a cross-motion, then file the document as a cross-motion, and type in the free docket text box, *Response to pending motion*.

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Responses and Replies* under the *Motions and Related Filings* submenu (see **Figure VI - 56**).

**Figure VI - 56**



3. Type in the case number in the following format: **yy-xxxxx** (see **Figure VI -57**). Click on [*Next*].

**Figure VI - 57**

The screenshot shows a form titled "Responses and Replies". It has a section labeled "Case Number" with a text input field containing "02-12346". To the right of the input field is a small text box containing the example case numbers: "99-12345, 1-99-cv-12345, 1-99-cv-12345, 99-cv12345, or 1-99-cv12345". Below the input field are two buttons: "Next" and "Clear".

---

## VI. Filing Case Events (continued)

### F. Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

4. Highlight the party on whose behalf you are filing (see **Figure VI - 58**). **Tip:** If you have more than one party filer, then hold down the [CTRL] key and highlight the parties by clicking on the appropriate parties. Select one of the group options if it applies. Click on [Next].

**Figure VI - 58**

The screenshot shows a web interface titled "Responses and Replies" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". Under the heading "Select the filer.", there are two columns. The left column, "Select the Party:", has a radio button labeled "OR" and a list box containing: "Bethlehem Steel Corporation, [Plaintiff]", "Hontex Enterprises, Inc., [Proposed Intervenor Defendant]", "Manel Enterprises, [Proposed Intervenor Defendant]", "National Steel Corporation, [Plaintiff]", and "United States, [Defendant]". The "United States, [Defendant]" option is highlighted. The right column, "Select a Group:", has a radio button labeled "Add/Create New Party" and four radio button options: "No Group", "All Defendants", "All Plaintiffs", and "All Parties". At the bottom are "Next" and "Clear" buttons.

5. After you highlight the party, the system may display the attorney associations screen (see **Figure VI - 59**.) If so, then select attorney associations if applicable. **Note:** Clicking on this box will create a link in the system between the attorney and the case. Checking this box will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case. Check the *Lead* box if you are the lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked since this adds the phrase "Attorney to be Noticed" to the docket sheet. Click on [Next].

**Figure VI - 59**

The screenshot shows a web interface titled "Responses and Replies" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". Below the case title, it says: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". There is a list box containing "United States (pty.dft) represented by citatty (aty)". To the right of this list box are three checkboxes: "Lead" (unchecked), "Notice" (checked), and "Lead" (unchecked). At the bottom are "Next" and "Clear" buttons.

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## VI. Filing Case Events (continued)

### F. Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

6. Select the event code from the drop-down menu (see **Figure VI - 60**) that describes your document by highlighting the description with your mouse. For this example, select *Response to Motion (Dispositive)* (see **Figure VI - 61**). Click on [Next].

**Figure VI - 60**



The screenshot shows a web interface titled "Responses and Replies" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". A dropdown menu is open, displaying the following options: "Reply", "Response to Motion (Dispositive)" (which is highlighted), "Response to Motion (Procedural)", "Supplemental Response", and "Sur-Reply".

**Figure VI - 61**



The screenshot shows the same web interface, but the dropdown menu now displays "Response to Motion (Dispositive)". Below the dropdown are two buttons: "Next" and "Clear".



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## VI. Filing Case Events (continued)

### F. Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

7. After you select the appropriate response, you will be prompted to file your case-related documents (see **Figure VI - 62**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document.** To attach PDF documents and attachments, follow the directions on pages 7-11 of the manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click on [Next].

The screenshot shows a web interface titled "Responses and Replies" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". It prompts the user to "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a text field labeled "Filename" and a "Browse..." button. Below this, it says "Attachments to Document: ☒ No ☐ Yes". At the bottom are "Next" and "Clear" buttons.

**Figure VI - 62**

8. Click in the box(ex) of the motion(s) to which you are responding (see **Figure VI - 63**). Click on [Next].

The screenshot shows the same "Responses and Replies" interface. It prompts the user to "Select the appropriate event(s) to which your event relates:". There is a list of four events, each with a checkbox and a description. The first three are unchecked, and the fourth is checked. At the bottom are "Next" and "Clear" buttons.

Event	Description	Selected
<input type="checkbox"/> 12/13/2005 6	Consent Motion for extension of time until 1/27/2006 to file motion for summary judgment. Responses due by 1/3/2006. Filed by CITIty1 of CIT Any Training Acct #1 on behalf of National Steel Corporation, Bethlehem Steel Corporation (CITIty1.)	No
<input type="checkbox"/> 12/13/2005 9	Consent Motion for extension of time until 1/27/2006 to file motion for summary judgment. Responses due by 1/3/2006. Filed by CITIty1 of CIT Any Training Acct #1 on behalf of National Steel Corporation, Bethlehem Steel Corporation (CITIty1.)	No
<input type="checkbox"/> 12/13/2005 10	Motion to intervene as defendants intervener. Responses due by 1/3/2006. Filed by CITIty2 of CIT Any Training Acct #2 on behalf of Hostex Enterprises, Inc., Marvel Enterprise. (CITIty2.)	No
<input checked="" type="checkbox"/> 12/13/2005 11	Motion for judgment on agency record 56.1. Response to Dispositive Motion due by 1/17/2006. Filed by CITIty1 of CIT Any Training Acct #1 on behalf of National Steel Corporation, Bethlehem Steel Corporation (CITIty1.)	Yes

**Figure VI - 63**

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## VI. Filing Case Events (continued)

### F. Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

9. Select all the parties entitled to respond to your motion (see **Figure VI - 64**). **Tip:** If you have more than one party, then hold down the [CTRL] key and highlight the parties by clicking on the appropriate parties. **Note:** This screen creates the reply due date.
10. Click on the box(es) next to the docket entries to which you are responding and click on [Next].

**Responses and Replies**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

Select party for deadline(s) below

Select the Party:

- Bethlehem Steel Corporation [Plaintiff]
- Hontex Enterprises, Inc. [Proposed Intervenor Defendant]
- Marvel Enterprise [Proposed Intervenor Defendant]
- National Steel Corporation [Plaintiff]
- United States [Defendant]

**Reply Deadline**

Reply due  
01/3/2006

Select docket entries which are to be associated with the above schedule(s).

	Filing Date	#	Docket Text
<input type="checkbox"/>	12/13/2005	<u>6</u>	Consent Motion for extension of time until 1/27/2006 to <i>file motion for summary judgment</i> . Responses due by 1/3/2006. Filed by CITaty1 of CIT Atty Training Acct #1 on behalf of National Steel Corporation, Bethlehem Steel Corporation. (CITaty1, )
<input type="checkbox"/>	12/13/2005	<u>9</u>	Consent Motion for extension of time until 1/27/2006 to <i>file motion for summary judgment</i> . Responses due by 1/3/2006. Filed by CITaty1 of CIT Atty Training Acct #1 on behalf of National Steel Corporation, Bethlehem Steel Corporation. (CITaty1, )
<input type="checkbox"/>	12/13/2005	<u>10</u>	Motion to intervene as defendants intervenor. Responses due by 1/3/2006. Filed by CITaty2 of CIT Atty Training Acct #2 on behalf of Hontex Enterprises, Inc., Marvel Enterprise. (CITaty2, )
<input checked="" type="checkbox"/>	12/13/2005	<u>11</u>	Motion for judgment on agency record 56.1. Response to Dispositive Motion due by 1/17/2006. Filed by CITaty1 of CIT Atty Training Acct #1 on behalf of National Steel Corporation, Bethlehem Steel Corporation. (CITaty1, )

**Figure VI-64**

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## VI. Filing Case Events (continued)

### F. Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

11. The screen with the docket text information allows you to modify the docket text if appropriate. For this example, you may want to type *in opposition* in the first free text box and *for Judgment upon Agency Record* in the second free text box (see **Figure VI - 65**). When you are finished modifying the text, click on [Next]. If you do not wish to modify the text, click on [Next].

**Figure VI - 65**

**Responses and Replies**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

Docket Text: Modify as Appropriate.

☒ Response in Opposition to motion for judgment upon Agency Record (related document(s)[11]). Replies due by 1/3/2006. Filed by citatty of U.S. Department of Justice on behalf of United States. (citatty,)

Next Clear

12. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VI - 66). Once you click on [Next] on the final text screen, you will have no opportunity to change or correct your entry. The [Next] button commits the transaction!!**

- If your entry is correct, then click on [Next]. The system displays the notice of electronic filing screen.
- If the entry is not correct, then hit the [Back] button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart.

**Figure VI - 66**

**Responses and Replies**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

Docket Text: Final Text

Response in Opposition to motion for judgment upon Agency Record (related document(s)[11]). Replies due by 1/3/2006. Filed by citatty of U.S. Department of Justice on behalf of United States. (citatty,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

---

## VI. Filing Case Events (continued)

### F. Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

13. The last screen the system displays is the notice of electronic filing (see **Figure VI - 67**). This screen is your receipt of the filing. **Note:** See pages 15-16 of the manual for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

**Responses and Replies**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

U.S. Court of International Trade  
TRAINING Database

Notice of Electronic Filing

The following transaction was received from citatty, entered on 12/13/2005 at 4:53 PM EDT and filed on 12/13/2005

Case Name: Bethlehem Steel Corporation et al v. United States  
Case Number: 1:02-cv-12346  
Filer: United States  
Document Number: 12

**Docket Text:**  
Response in Opposition to motion for judgment upon Agency Record (related document(s)[11]). Replies due by 1/3/2006. Filed by citatty of U.S. Department of Justice on behalf of United States (citatty, )

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: C:\Documents and Settings\ufong\My Documents\02-12346.pdf  
Electronic document Stamp:  
[STAMP userStamp\_ID=992012590 [Date=12/13/2005] [FileNumber=55978-0]

**Figure VI - 67**

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## VI. Filing Case Events (continued)

**Important:** Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 5-7 of the manual for instructions on how to convert a document to PDF format. **Reminder:** Any document or attachment that exceeds 2MB falls under the Bulky Document Standard. Please refer to page 13 of the User's Manual for directions on filing such documents/attachments.

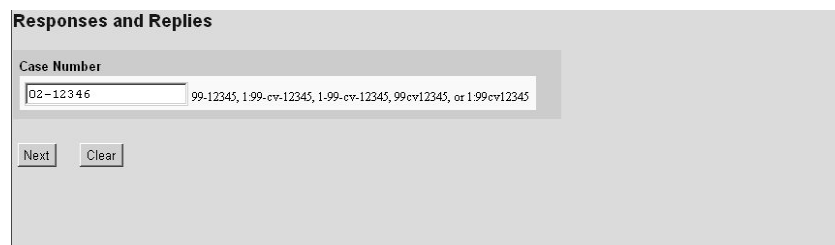
### G. Reply to Response to Dispositive Motion

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Responses and Replies* under the *Motions and Related Filings* submenu (see **Figure VI - 68**).



**Figure VI - 68**

3. Type in the case number in the following format: **yy-xxxxx** (see **Figure VI - 69**). Click on *[Next]*.

The screenshot shows a form titled "Responses and Replies". It has a section labeled "Case Number" with a text input field containing "02-12346". Below the input field, there is a small text string: "99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345". At the bottom of the form, there are two buttons: "Next" and "Clear".

**Figure VI - 69**

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## VI. Filing Case Events (continued)

### G. Reply to Response to Dispositive Motion (continued)

4. Highlight the party on whose behalf you are filing (see **Figure VI - 70**). **Tip:** If you have more than one party filer, then hold down the [CTRL] key and highlight the parties by clicking on the appropriate parties. Select one of the group options if it applies. Click on [Next].

The screenshot shows a web interface titled "Responses and Replies" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". Under "Select the filer:", there are two sections: "Select the Party:" and "Select a Group:". The "Select the Party:" section has a list box with the following options: "Bethlehem Steel Corporation, [Plaintiff]", "Montex Enterprises, Inc., [Proposed Intervenor Defendant]", "Marvel Enterprise, [Proposed Intervenor Defendant]", "National Steel Corporation, [Plaintiff]", and "United States, [Defendant]". The "Select a Group:" section has radio buttons for "No Group", "All Defendants", "All Plaintiffs", and "All Parties". There is a link "Add/Create New Party" next to the "No Group" option. At the bottom are "Next" and "Clear" buttons.

**Figure VI - 70**

5. After you highlight the party, the system may display the attorney associations screen (see **Figure VI - 71**.) If so, then select attorney associations if applicable. **Note:** Clicking on this box will create a link in the system between the attorney and the case. Checking this box will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case. Check the *Lead* box if you are the lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked since this adds the phrase "Attorney to be Noticed" to the docket sheet. Click on [Next].

The screenshot shows a web interface titled "Responses and Replies" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". It displays a message: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this, there are two rows of checkboxes. The first row is for "National Steel Corporation (pty:pla) represented by CITaty1 (aty)" with checkboxes for "Lead" (unchecked) and "Notice" (checked). The second row is for "Bethlehem Steel Corporation (pty:pla) represented by CITaty1 (aty)" with checkboxes for "Lead" (unchecked) and "Notice" (checked). At the bottom are "Next" and "Clear" buttons.

**Figure VI - 71**

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## VI. Filing Case Events (continued)

### G. Reply to Response to Dispositive Motion (continued)

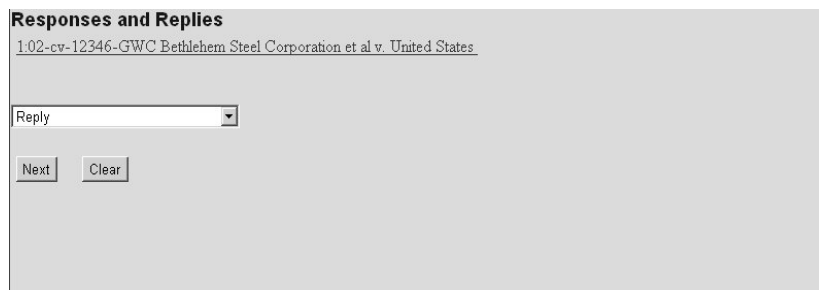
6. Select the event code from the drop-down menu (see **Figure VI - 72**) that describes your document by highlighting the description. For this example, select *Reply* (see **Figure VI - 73**). Click on [*Next*].

**Figure VI - 72**



The screenshot shows a web interface titled "Responses and Replies" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". A dropdown menu is open, displaying the following options: "Reply", "Response to Motion (Dispositive)", "Response to Motion (Procedural)", "Supplemental Response", and "Sur-Reply". The "Reply" option is currently selected and highlighted.

**Figure VI - 73**



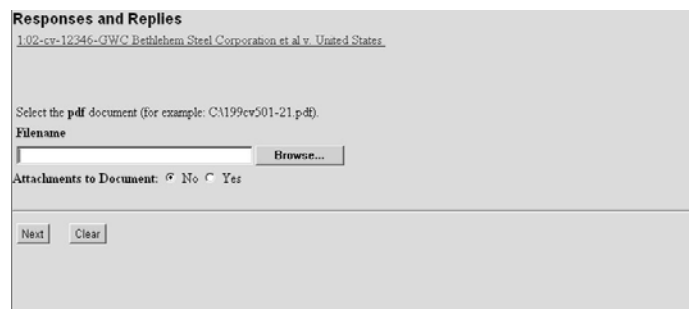
The screenshot shows the same web interface as Figure VI - 72, but now the "Reply" option is selected in the dropdown menu. Below the dropdown menu, there are two buttons: "Next" and "Clear".

---

## VI. Filing Case Events (continued)

### G. Reply to Response to Dispositive Motion (continued)

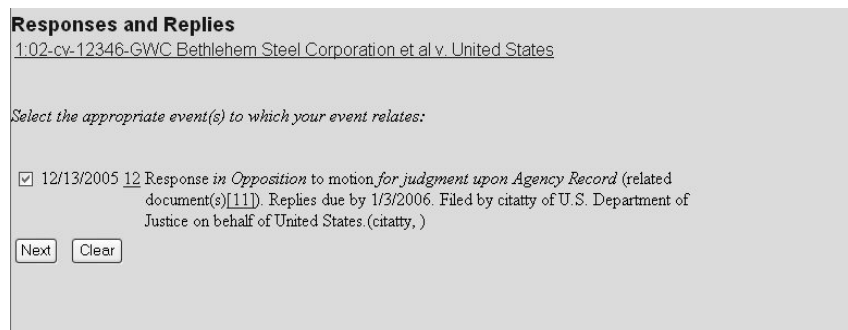
7. After you select the reply, you will be prompted to file your case-related documents (see **Figure VI - 74**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document.** To attach PDF documents and attachments, follow the directions on pages 7-11 of the manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click on *[Next]*.



The screenshot shows a web interface titled "Responses and Replies" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". It prompts the user to "Select the pdf document (for example: CA199cv501-21.pdf)". There is a "Filename" label, a text input field, and a "Browse..." button. Below this, it says "Attachments to Document: ☐ No ☐ Yes". At the bottom are "Next" and "Clear" buttons.

**Figure VI - 74**

8. Click on the box of the response to which you are replying (see **Figure VI - 75**). Click on *[Next]*. **Note:** This screen satisfies your reply due date.



The screenshot shows the same "Responses and Replies" interface. It prompts the user to "Select the appropriate event(s) to which your event relates:". Below this is a list of events, with the first one selected: ☒ 12/13/2005 12 Response in Opposition to motion for judgment upon Agency Record (related document(s) [11]). Replies due by 1/3/2006. Filed by citatty of U.S. Department of Justice on behalf of United States (citatty, ). At the bottom are "Next" and "Clear" buttons.

**Figure VI - 75**



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## VI. Filing Case Events (continued)

### G. Reply to Response to Dispositive Motion (continued)

9. The screen with the docket text information offers an opportunity to modify the docket text (if appropriate) by entering in a description, such as, *in Support*, in the free text box (see **Figure VI - 76**). When you are finished modifying the text, click on *[Next]*. If you do not want to modify the text, click on *[Next]*.

**Figure VI - 76**

The screenshot shows a web interface titled "Responses and Replies" for case "1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States". Below the title is a section labeled "Docket Text: Modify as Appropriate." which contains a text input field with the value "Reply in Support" and a dropdown menu. To the right of the input field is a label "(related document(s)[12]). Filed by CITaty1 of CIT Aty Training Acct #1 on behalf of National Steel Corporation, Bethlehem Steel Corporation.(CITaty1, )". At the bottom of this section are two buttons: "Next" and "Clear".

10. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VI - 77). Once you click on *[Next]* on the final text screen, you will have no opportunity to change or correct your entry.**
- If your entry is correct, then click on *[Next]*. The system displays the notice of electronic filing screen.
  - If the entry is not correct, then hit the *[Back]* button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart.

**Figure VI - 77**

The screenshot shows the same web interface as Figure VI - 76, but the section is now labeled "Docket Text: Final Text". The text input field contains the same value "Reply in Support" and the label to the right is the same. Below the input field is a warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom are the "Next" and "Clear" buttons.

---

## VI. Filing Case Events (continued)

### G. Reply to Response to Dispositive Motion (continued)

11. The last screen the system displays is the notice of electronic filing (see **Figure VI - 78**). This screen is your receipt of the filing. **Note:** See pages 15-16 of the manual for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

**Responses and Replies**  
1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

U.S. Court of International Trade  
TRAINING Database

Notice of Electronic Filing

The following transaction was received from CITaty1, entered on 12/13/2005 at 5:04 PM EDT and filed on 12/13/2005

Case Name: Bethlehem Steel Corporation et al v. United States  
Case Number: 1:02-cv-12346  
Filer: Bethlehem Steel Corporation  
National Steel Corporation  
Document Number: 13

Docket Text:  
Reply in Support (related document(s)[12]). Filed by CITaty1 of CIT Atty Training Acct #1 on behalf of National Steel Corporation, Bethlehem Steel Corporation. (CITaty1, )

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: C:\Documents and Settings\sfong\My Documents\02-12346.pdf  
Electronic document Stamp:

**Figure VI - 78**

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## **Case Management (CM) Portion of the Case Management/Electronic Case Files (CM/ECF) System**

The following sections of the User's Manual outline the Case Management (CM) portion of the CM/ECF system.

**Section VII - Query Options**

**Section VIII - Reports Options**

**Section IX - Utilities Options**

Although the steps involved to query cases, view docket entries, run case-related reports, view mailing information for a case and verify documents were covered during the roll-out of the Case Management (CM) portion of the system, the steps themselves (without the screen illustrations) are included again here in the ECF User's Manual to serve as a refresher on the query-only functions of the CM/ECF system.

---

## VII. Query Options

The Query feature in CM/ECF allows users to query attorneys assigned to a case, deadlines/hearings, docket, filers, party, related transactions and status of cases. The below table lists the available options and provides a brief description of the query options.

Query Option	Description
<b>Alias</b>	Lists parties in a case who may have aliases
<b>Associated Cases</b>	Lists any case listed by the filer as being associated with the case number a user inputs into the system. This may not be an exhaustive list since it reflects only the filer's information.
<b>Attorney</b>	Lists the attorneys assigned to a case.
<b>Deadlines/Hearings</b>	Queries the deadlines/hearings and schedules by: due/set date, document number, deadline/hearing, filed status, satisfied or terminated status, and party.
<b>Docket Report</b>	Queries the docket sheet for cases by: <i>filed date</i> (documents in the order in which they were filed); <i>entered date</i> (documents in the order in which they were entered into the system); and <i>document range</i> . Allows users to sort by oldest date first or most recent date first.
<b>Filers</b>	Lists the filers relevant to a case.
<b>Party</b>	Provides the names of the parties involved in the case along with their address and telephone numbers.
<b>Related Transactions</b>	Queries for any/all related transactions in a case. Queries by date, document number, document type, and pending or terminated status. Allows users to sort transactions by date filed or entered as well as by document number.
<b>Status</b>	Queries the status of the case within the Court, e.g., whether a case is on the reserve calendar, etc.

Of all the available query options, the most comprehensive is the docket report. We will query for and run a docket report in the next section when we look at the reports feature. In this section, we will review how to query the CM/ECF system.

---

## VII. Query Options (continued)

1. Click on *Query* from the menu bar.
2. Perform your Query one of the following ways:

If you want to query by . . .	Then go to . . .
Case number	Step 3
Open, closed, all cases, filed date, last entry date, jurisdiction and category	Step 4
Party	Step 5
Attorney Name	Step 6

3. Enter the case number in the following format: **yy-xxxxx**, and click on [*Run Query*] (see **Figure VII-1**) . The system displays the list of available queries (see **Figure VII-2** on the following page).

**Figure VII - 1**

The screenshot displays the 'Query' interface of the ECF system. At the top, a navigation bar includes 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. The 'Query' section is active. Below the navigation bar, there are two main search methods: 'Search Case' and 'or search by'. The 'Search Case' method includes a 'Case Number' field with the example '02-12345' and a note '(Examples: 99-500, 199x500)'. The 'or search by' method includes several filters: 'Case Status' with radio buttons for 'Open', 'Closed', and 'All'; 'Filed Date' and 'Last Entry Date' with date range selectors; 'Jurisdiction' with a dropdown menu showing options like '28USC § 1581(a) Denied Protest(s)'; and 'Category' with a dropdown menu showing options like 'Civil Penalty 19USC § 1552'. Below these filters, there are fields for 'Last Name', 'First Name', and 'Middle Name', along with a 'Type' dropdown menu. At the bottom, there are 'Run Query' and 'Clear' buttons.

---

## VII. Query Options (continued)



**Figure VII- 2**

**Note:** Refer to Figure VII-1 on page 72 for the screen illustration.

4. (a) Click on *Open, Closed* or *All cases*.
- (b) Enter the dates for the documents you wish to query in the following format: **MM/DD/YYYY**. The *filed date* refers to documents in the order in which they were filed. *Last entry date* refers to documents in the order in which they were entered into the system.
- (c) Select the Jurisdiction, for example, *28USC §1581(a) Denied Protests*, you wish to query.
- (d) Select the Category, for example, *Civil Penalty 19USC §1592*, you wish to query.
- (e) Click on *[Run Query]*. The system displays the list of cases based on the selection criteria.
- (f) Click on a case number. The system displays the list of available query options.

---

## VII. Query Options (continued)

**Note:** Refer to **Figure VII-1** on page 72 for the screen illustration.

5. (a) Click on *Open*, *Closed* or *All Cases*.
  - (b) Click in the *Last Name* field and enter the party's name, e.g., *\*National\**. When searching for the last name of a party or an attorney, you should search using an asterisk (\*). This will ensure that the system searches for all available options. Wildcards, such as an asterisk (\*), may be used before or within search strings. Example: *\*National\** will result in records bearing the name *National Steel*, *National Steel Corporation*, *The National Steel Corporation*, etc. If you do not use the \*, then you need to make sure that you type the name exactly as it can be found in the system.
  - (c) Click in the *Type Field*, and using the drop-down arrow, select *Party*.
  - (d) Click on [*Run Query*]. The system displays a list of the parties with pending cases.
  - (e) Click on the appropriate party name. The system displays the cases in which the party is participating.
  - (f) Click on the applicable case number. The system displays the list of available query options.
6. (a) Go to the *Last Name* field and enter the attorney's name. When searching for an attorney, e.g., *Johnson*, it is recommended that an asterisk (\*) be used. Wildcards, such as an asterisk (\*), may be used before or within search strings. This will ensure that the system searches for all available options. Example: *\*Johns\*n\** will result in records bearing the name *Johnson* and *Johnsen*. If an asterisk is not used, then be sure to type the name exactly as it can be found in the system.
  - (b) Click in the *Type* field, and using the drop-down arrow, select *Attorney*.
  - (c) Click on [*Run Query*]. The system displays the cases in which the attorney is a party.
  - (d) Click on the appropriate case number. The system displays the list of available query options.

---

## VII. Query Options (continued)

**Directions** - To query for parties that may have aliases, follow the steps outlined below.

### A. Alias

1. Click on *Alias* from the *Query* submenu. The system displays the screen, which lists the parties with aliases.
2. To exit out of this option, click on any other option: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

### B. Associated Cases

1. Click on *Associated Cases* from the *Query* submenu. The system displays the screen, which lists the associated cases.
2. View the screen for the associated cases. If associated cases do exist, they would include the following:

**Lead Docket** - Refers to consolidated cases only. Entries appear on the lead docket only and not on the corresponding consolidated cases. Click on the *case number* to advance to the docket sheet.

**Related Cases** - If applicable, this would show the case numbers of those cases associated with the lead case.

**Docket in other court** - This is not available in CM/ECF.

3. To exit out of this option, click on any other option: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.



---

## VII. Query Options (continued)

**Directions** - To query for attorneys, follow the steps outlined below.

### C. Attorney

1. Click on *Attorney* from the *Query* submenu. The system displays the screen, which lists the attorneys assigned to the case.
2. To exit out of this option, click on any other option: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

---

## VII. Query Options (continued)

**Directions** - To query for deadlines/hearings, follow the steps outlined below.

### D. Deadlines/Hearings

1. Click on *Deadlines/Hearings* from the *Query* submenu. The system displays the screen that allows users to select the sort options for the query.
2. Select how the deadlines/hearings list will be sorted. **Note:** Disregard the second and third sort options and use the first field as the sole sort option. Click on [*Run Query*]. The system displays the screen that lists the deadlines/hearings.

A list and description of the possible sort options appears in the following table.

Sort Option	Description
<b>Due/Set</b>	Equivalent to Deadlines/Hearings. The system generates a sort of when various deadlines are due or when they were automatically set by the system
<b>Document No.</b>	Sequential numbering of case-related documents filed with the Court
<b>Deadlines/Hearings</b>	List of responses due, oral arguments scheduled, etc.
<b>Filed</b>	Date documents were filed with the Court
<b>Satisfied</b>	System generates a sort of when motions were granted, pending deadlines met, etc.
<b>Terminated</b>	Actions not satisfied by order, but ended through other actions, e.g., manual entry by Case Management staff
<b>Party</b>	Lists the parties in the case by alphabetical order.

3. View the deadlines/hearings screen for the dates filed, due/set, satisfied or terminated.
4. Click on the button/bullet next to the deadlines/hearings entry to advance to the docket information to view the docket entry that set the deadline.

---

## VII - Query Options (continued)

### D. Deadlines/Hearings (continued)

5. Click on the *Doc. No.* to advance to a copy of the PDF document filed in the case.
6. To exit out of this option, click on any other option: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

---

## VII - Query Options (continued)

**Directions** - To query a docket report, follow the steps outlined below.

### E. Docket Report

1. Click on *Docket Report* from the *Query* submenu.
  2. Select the preferred format for the query:
    - (a) *Filed date* - documents in the order in which they were filed; or
    - (b) *Entered date* - documents in the order in which they were entered into the System; or
    - (c) *Documents* - enter the document numbers you wish to query.
- Note:** If the filed and entered dates are identical, then the system will not display the entered date in the docket sheet.
- (d) Accept the system default of *Include terminated parties* for a complete docket report. Uncheck the box to show only current parties in the case.
  - (e) Check the box *Include links to Notice of Electronic Filing* to display buttons/bullets next to each docket entry that, when selected, will lead users to the Notice of Electronic Filing. There are two options for viewing notices, (1) *Html* or (2) *text*. The system default is *Html*.
  - (f) Check the box *Include List of Parties and Counsel* to query for the parties and counsel associated with the case.
  - (g) Select the preferred method for sorting the information, that is, (1) *oldest date first* or (2) *most recent date first*.
  - (h) Click on [*Run Report*]. The system will display a copy of the docket sheet for the case you queried. **Note:** Click on the *Doc. No.* to advance to the PDF version of the scanned document.
  - (i) To exit out of this option, click on any other option: *Query, Reports, Utilities*, or *Logout* from the menu bar.

---

## VII. Query Options (continued)

**Directions:** To query for filers, follow the steps outlined below.

### F. Filers

1. Click on *Filer* from the *Query* submenu screen.
2. View the screen for the list of filers associated with the case. The system indicates if a filer is a plaintiff, defendant, etc., the date the filer was added and the date the filer was terminated (if appropriate).
3. While in the filer screen, click on the name of the filer to advance to the screen that lists the events filed.
4. While in the events filed screen, click on the *Doc. No.* to advance to the PDF version of the document filed with the Court and click on the button/bullet next to the event name to advance to the Docket Information and Related Docket entries.
5. To exit out of this option, click on any other options: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

**Directions:** To query for a party in a case, follow the steps outlined below.

### G. Party

1. Click on *Party* from the *Query* submenu screen.
2. View the screen that lists all the parties associated with the case, the attorneys representing the parties, and the date they were assigned.
3. To exit out of this option, click on any other options: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

---

## VII. Query Options (continued)

**Directions:** To run a related transaction query, follow the steps outlined below.

### H. Related Transactions

1. Click on *Related Transactions* from the *Query* submenu screen. The system displays the input screen for related transactions.
2. Enter the date range between which related transactions were filed on the case. Be sure to enter the date range in the following format: **MM/DD/YYYY**; **or**  
  
Enter the document numbers (if known) for which there are related transactions.
3. Select the document type, for example, *appeal*, *complaint*, etc. **Note:** If you do not select a document type, then the system will list all documents.
4. Click on either *Pending* or *Terminated* (the system default is *Pending*).
5. Click on the drop-down arrow and select how you wish to run the query, that is, by . . .
  - (a) *filed date* (date the documents were filed with the Court); **or**
  - (b) *entered date* (date the documents were entered into the system); **or**
  - (c) *document number*
6. Click on [*Run Query*]. The system displays the list of related transactions.
7. Click on the button/bullet next to the event name to advance to the docket information and related docket entries.
8. Click on the *Doc. No.* to advance to the PDF version of the document.
9. To exit out of this option, click on any other options: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

---

## VII. Query Options (continued)

**Directions:** To query the status of a case, follow the steps outlined below.

### I. Status

1. Click on *Status* from the *Query* submenu screen. The system displays the screen that lists the pending status records for the case.
2. View the screen for cases with a pending status. Pending status options include the following:

*Reserve Calendar* - an action that is commenced by the filing of a Summons. An action may remain on the reserve calendar for 18 months.

*Suspension Disposition Calendar* - actions that are suspended under a test case are placed on the Suspension Disposition Calendar after the test case is finally determined, dismissed or discontinued.

*Suspension Calendar* - actions may be suspended and placed on the Suspension Calendar pending the final determination of a test case.

3. Click on the *Doc. No.* on the screen, which lists the pending statuses, to advance to the PDF version of the filed entry.
4. Click on the button/bullet next to the event, which sets the status, to advance to the Docket Information and Related Docket entries.
5. To exit out of this option, click on any other options: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

---

## VIII. Reports Options

The reports option of the CM/ECF system offers a series of reports. The following table lists the types of reports and provides a brief description of each report.

Report Option	Description
<b>Docket Sheet</b>	Similar to the <i>Query: Docket Report</i> option. Allows users to print out a report by filing date, enter date, or document range.
<b>Civil Reports</b>	This feature is unavailable.
<b>Civil Cases</b>	Allows users to print out reports by jurisdiction, category, date filed, and open or closed cases.
<b>Calendar Events</b>	Allows users to print out reports by case number, calendar events, date and time.

**Directions** - To run a docket sheet report, follow the steps outlined below.

### A. Docket Sheet

1. Click on *Docket Sheet* from the *Reports* submenu.
2. Enter the case number (if it does not appear) in the following format: **yy-xxxxx**.
3. Select the preferred format to run the report:
  - (a) *Filed date* - documents in the order in which they were filed; or
  - (b) *Entered date* - documents in the order in which they were entered into the System; or
  - (c) *Documents* - enter the document numbers you wish to query.

**Note:** If the filed and entered dates are identical, then the system will not display the entered date in the docket sheet.



---

## VIII. Reports Option (continued)

### A. Docket Sheet (continued)

3. Select the preferred format to run the report (*continued*):

- (d) Accept the system default of *Include terminated parties* for a complete docket report. Uncheck the box to show only current parties in the case.
- (e) Check the box *Include links to Notice of Electronic Filing* to display buttons/bullets next to each docket entry that, when selected, will lead users to the Notice of Electronic Filing. There are two options for viewing notices, (1) *Html* or (2) *text*. The system default is *Html*.
- (f) Check the box *Include List of Parties and Counsel* to query for the parties and counsel associated with the case.
- (g) Select the preferred method for sorting the information, that is, (1) *oldest date first* or (2) *most recent date first*.
- (h) Click on [*Run Report*]. The system will display a copy of the docket sheet for the case. **Note:** Click on the *Doc. No.* to advance to the PDF version of the scanned document.
- (i) To exit out of this option, click on any other option: *Query, Reports, Utilities*, or *Logout* from the menu bar.

---

## VIII. Reports Option (continued)

**Directions** - To run a report on civil cases, follow the steps outlined below.

### B. Civil Cases

1. Click on *Civil Cases* from the Reports sub menu.
2. Select the *Jurisdiction* of the case, for example, *28USC §1851(s) Denied Protest(s)* and the *Category*, for example, *Civil Penalty 19USC §1592* that applies. If you do not select a category or jurisdiction, the report will provide information on all. **Note:** See the following page for a list of the categories.
3. Go to the *Filed* field. The system default for cases filed is set for you. *Filed* date refers to the documents in the order in which they were filed. If you wish to change the date range, then enter the new dates in the following format: **MM/DD/YYYY**.
4. Ignore the *Terminal Digit* field. The Court does not assign cases by terminal digits.
5. Click on either *Open Cases* or *Closed Cases*. The system default is *Open Cases*.
6. Ignore the field *Sort by*. The system default is *Case Number*, although cases can be sorted by case title. **Please note:** The options *terminal digit* and *office* do not apply to the Court.
7. Select the preferred output format. The system default is *Formatted Display*. This option formats the data for you.
8. Click on [*Run Report*]. The system displays the cases that match the selected criteria.
9. To exit out of this option, click on any other option: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

---

## VIII. Reports Option

**Directions:** To run a calendar events report, follow the steps outlined below.

### C. Calendar Events

1. Click on *Calendar Events* from the *Reports* submenu.
2. Enter the case number (if desired and if it does not appear) in the following format:  
**yy-xxxxx**.
3. Select the calendar events to be included in the report, for example, *All Hearings*, *All Appointments*, etc. The following is a list of the calendar events for which the System will generate a report.

All Hearings	Motion Hearing
Contempt Hearings	Pretrial Conference
Discovery Hearings	Remand Hearing
Evidentiary Hearings	Scheduling Conference
Final Pretrial Conference	Settlement Conference
In Camera Hearing	Show Cause Hearing
In Chambers Conference	Status Conference
Initial Conference	Voir Dire
Jury Selection	Writ Hearing
Jury Trial	

4. Go to the *Set* field and enter the start and end dates of the report. You must enter an end date for the report or the system will not accept it. Enter the dates in the following format: **MM/DD/YYYY**; or
  - Click on *Calendar*;
  - Click on *Continue* at the warning dialog box (if it appears);
  - Select the month for which you want to run the report by clicking on the drop-down arrow and selecting the month;
  - Enter the desired year (if different from the year that appears on the screen);
  - Select the day of the month.

---

## VIII. Reports Option (continued)

### C. Calendar Events (continued)

**Directions:** Continue with the steps outlined below to run a calendar events report.

5. Indicate the time for which you wish to run a report by clicking on (a) Both, (B) AM, or (c) PM (*Optional*).
6. Type in the time, for example, 10:00 that is desired and select either AM or PM (*Optional*).
7. Ignore the *Sort by* field. The system default is *Time*. Since there is only one office, New York, there is no need to sort by Office and Time.
8. Click on [*Run Report*]. The system displays the screen that lists the calendar events for the criteria selected.
9. Click on the button/bullet, which appears on the calendar events screen, to advance to the screen that shows the Related Proceedings Report for the docket entry.
10. To exit out of this option, click on any other option: *Query, Reports, Utilities*, or *Logout* from the menu bar.

---

## IX. Utilities Options

The utilities feature of the CM/ECF system offers several options. The following table lists the available utilities options and provides a brief description of each.

Utilities Options	Description
<b>Your Account: View Your Transaction Log</b>	Allows users to view the transactions entered into the CM/ECF system by date.
<b>Miscellaneous: Mailing - Mailing Information for a Case</b>	Allows users to view the mailing information for parties involved in a case.
<b>Miscellaneous: Mailing - Mailing Labels by Case</b>	Generates the mailing information for parties to a case, which can be used to generate labels. However, in order to print out the mailing labels, users must copy the information from the CM/ECF system into either WordPerfect or Word and then print the labels.
<b>Miscellaneous: Verify a Document</b>	Allows users to verify that a document viewed in the CM/ECF system is the exact same one that was entered into the system without modifications.

---

## IX. Utilities Options (continued)

**Directions:** To view a transaction log, follow the steps outlined below. **Reminder:** A Transaction Log will be generated once users begin to file documents. For users who plan to delegate responsibility for filing documents/events, this feature provides a summary of those events and documents filed, which can be used to verify that the filings were completed.

### A. Your Account: View Your Transaction Log

1. Click on *Utilities* from the menu bar.
2. Click on *View Your Transaction Log* under *Your Account* on the *Utilities* submenu.
3. Enter the date selection criteria in the following format: **MM/DD/YYYY**.
4. Click on [Submit]. The system displays the screen, which lists all the transactions entered for the time period selected.
5. To exit out of this option, click on any other option: *Query*, *Report*, *Utilities*, or *Logout* from the menu bar.

**Directions:** To view the mailing information for a case, follow the steps outlined below.

### B. Miscellaneous: Mailing - Mailing Information for a Case

1. Click on *Utilities* from the menu bar.
2. Click on *Mailings* under *Miscellaneous* and then select *Mailing Information for a Case*.
3. Enter the case number in the following format: **yy-xxxxx** to view the recipient list.
4. Click on [Submit]. The system displays the Electronic Mail and Manual Notice Lists, which lists the names of the individuals who currently receive notification of case-related activities.
5. To exit out of this option, click on any other option: *Query*, *Report*, *Utilities*, or *Logout* from the menu bar.

---

## IX. Utilities Options (continued)

**Directions:** To generate mailing labels by case, follow the steps outlined below.

### **C. Miscellaneous: Mailing - Mailing Labels by Case**

1. Click on *Utilities* from the menu bar.
2. Click on *Mailings* under *Miscellaneous* and then select *Mailing Labels by Case*.
3. Enter the case number (if not already recorded) in the following format: **yy-xxxxx**.
4. Click on *All Participants* for a case or select from among the list of participants, for example, *amicus*, *counter-claimant*, *defendant*, etc., by clicking on the drop-down arrow to the right of the Participants' box.
5. Click on the boxes for Judges and Attorneys if applicable.
6. Select a print format, that is, 1-column, 2-column, or 3-column format. **Note:** The Court recommends the 1-column format.
7. Click on [*Next*]. The system displays the list of names of the individuals for whom mailing labels will be generated. To prepare the mailing labels to print out, continue with Step 8, otherwise to exit out of this option, click on any other option: *Query*, *Report*, *Utilities*, or *Logout* from the menu bar.
8. Select all the names listed under Search Results by highlighting them with the mouse.
9. Depress the keys *Ctrl C* on your keyboard to copy the list.
10. Minimize the CM/ECF screen by clicking on the (-) that appears in the upper right Hand corner of the computer screen.
11. Open up WordPerfect or you may use Word and follow the steps to create labels in Word.
12. Click on *Format . . . Labels* from the Tool bar.
13. Select *Avery 5162 Address* labels from the list of labels.
14. Click on the [*Edit*] button in the label dialog box.

---

## IX. Utilities Options (continued)

### C. Mailing Labels by Case (continued)

**Directions:** Continue with the steps outlined below to generate mailing labels by case.

15. Go to the Labels per page display area.
16. Select *1 column, 7 rows*. **Result:** In the display box only 1 column of labels is featured.
17. Click [OK].
18. Verify that the *Avery 5162* Address label is highlighted.
19. Click on [Select]. **Result:** A 1-column block of labels appears on the screen.
20. Go to the first line in the first label block.
21. Depress the *Ctrl V* keys on the keyboard to paste the mailing label information onto the labels.
22. Edit the information as needed.
23. Insert an *Avery 5162* Address label into your printer.
24. Click on *Print* from the Tool bar. **Result:** The labels will print out with the mailing information from the CM/ECF system.



---

## IX. Utilities Options (continued)

**Directions:** To verify a document , follow the steps outlined below. This feature allows users to verify that a document viewed on the CM/ECF system screen is the exact same one that was entered into the system without any changes. It certifies that the document has not been altered since it was entered into the system.

### **D. Miscellaneous: Verify a Document**

1. Click on *Utilities* from the menu bar.
2. Click on *Verify a Document* under the *Miscellaneous* category. The system displays the screen that asks the user to input the case number and document number.
3. Enter the case number in the following format: **yy-xxxxx**.
4. Enter the docket number of the item you wish to verify. **Note:** Only one document at a time may be verified.
5. Click on [*Next*]. The system displays the screen that shows the verification information for the docket entry.
6. Scroll through the screen to ensure that the message *The document signatures are the same* appears. This message appears after the Verified Signatures(s) section. It verifies that the original signature(s) and the verified signature(s) are the same. The electronic document stamp, the string of numbers and letters that appear after the original and verified signatures should match. If they are identical, then the document viewed on the screen is the same document that was entered into the system without any alterations. If they do not agree, then please call the **CM/ECF Help Desk at 1-866-450-1859**.
7. To exit out of this option, click on any other option: *Query*, *Report*, *Utilities*, or *Logout* from the menu bar.

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## **X. CM/ECF Glossary**

<b>Adobe Acrobat</b>	Application used almost universally to create and view “PDF” documents. “Adobe” created the “PDF” format.
<b>Attachment</b>	An additional supporting document filed electronically with a case entry.
<b>Automatic E-mail Notification</b>	A CM/ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.
<b>Browse</b>	A Windows operation of navigating through directories via mouse to select a specific file.
<b>Browser</b>	A browser is a software program that provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser program interprets Hypertext Markup Language (HTML) documents delivered from Web servers.
<b>Bulky Document Standard</b>	The Bulky Document Standard (BDS) limits the size of the documents filed electronically on the Court’s CM/ECF system to those documents either under or at 2 MB.
<b>Button/Bullet</b>	A button/bullet on the side of any entry in the CM/ECF system that when selected will advance the user to the docket information and related entries.
<b>CM/ECF</b>	Case Management/Electronic Case Files is the system that will allow attorneys to file cases and documents electronically via the Internet.

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## X. CM/ECF Glossary (continued)

<b>Default</b>	A default is a common suggested value displayed by CM/ECF on a screen. Many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you need to type over them. <b>Example:</b> <i>New York</i> is the default office for the Court. You don't need to take any action to change the selection. You just accept it and move to the next field.
<b>Drop Down Box</b>	A window listing selections of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you locate the selection you want to make, click to highlight it. To make multiple selections, hold down your control key [ <i>Ctrl</i> ] when making the second (third, etc.) selection.
<b>Hypertext (HTML) Link</b>	A hypertext link is a URL imbedded in an html (hypertext markup language) document. It generally appears underlined. It permits the user to move from one area (or topic) to another in a Web-based program.
<b>Live Database</b>	The Live Database of the CM/ECF system is where users will electronically file documents with the Court. Once a document is filed with the Court, all parties associated with the case will be able to view it. Completed transactions in the Live Database cannot be retrieved. Therefore, users must be sure that the documents filed in the Live Database are documents that the Court is expected to act upon.
<b>Notice of Electronic Filing</b>	An electronic document produced by CM/ECF that certifies each filing with the U.S. Court of International Trade. The notice is sent to all parties associated with the case.
<b>PDF Document</b>	A Portable Document Format document is a type of imaged document created by Adobe Acrobat. To be filed in CM/ECF, all documents must be in PDF format.

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## X. CM/ECF Glossary (continued)

<b>Screen Illustration</b>	Pictures of the CM/ECF system screens used throughout the manual that illustrate to the user what they will see when they navigate through the System.
<b>Training Database</b>	The Training Database exists to help users learn to navigate the system. Users cannot harm the data in the Training Database.
<b>URL</b>	URL is short for Universal Resource Locator (URL). URLs are the naming scheme used to find Web pages. <b>It is recommended that users access both the Training and Live databases from the Court’s website at <a href="http://www.cit.uscourts.gov">www.cit.uscourts.gov</a></b>
<b>Wildcards</b>	A wildcard, such as an asterisk (*), enables the user to search the system for a party or an attorney without knowing the exact spelling or title of the party or attorney. Wildcards may appear in the beginning, the middle, or the end of a name. <b>Example: Johns*n</b> retrieves documents filed by attorneys named <b>“Johnson,” “Johnsen,” or “Johnssen.”</b> <b>*National*</b> retrieves <b>“International,” “National Paper,” “International Harvester,”</b> etc.
<b>Z motion and Z document</b>	Generic motion and document that users may file when they cannot find the appropriate system entry for the motion and/or document they are attempting to file and they need to preserve the filing date.

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## **XI. Glossary of CM/ECF System Errors**

The entries listed below represent the types of errors filers may see when there is a problem with the Court's CM/ECF System. When these errors appear, filers should contact the Court's **CM/ECF Help Desk at 1-866-450-1859** to inform the Clerk's Office of the error message received. Additionally, if filers need to preserve the original filing date, they should submit the untimely filed document in paper form, accompanied by the form *Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties* (CM/ECF Form No. 11), and if possible, a copy of the error message, to the Court by hand or overnight courier no later than 12:00 noon of the first day on which the Court is open for business following the original filing deadline.

<b>Internal Server Error</b>	The server encountered an internal error or misconfiguration and was unable to complete the request. Filers are asked to contact the server administrator, <a href="mailto:citml_TDSS@cit.uscourts.gov">citml_TDSS@cit.uscourts.gov</a> and inform them of the time the error occurred, and anything they might have done that may have caused the error.
<b>Soft DPF Failed</b>	This error will appear when there is an error with the system's data dictionary.
<b>Syntax Error</b>	This error will appear when there is a typographical error with one of the system's data dictionary events.

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## **XIII. Appendix**

<b>Alphabetical Listing of Docket Events and Their Location by Category</b>	
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Administrative Records	Other Documents
Affidavit/Declarations	Other Documents
Alter/Amend/Correct, Motion to	Motions
Amend Scheduling Order, Motion to	Motions
Amended Answer	Other Answers
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Answer to Amended Complaint	Answers to Complaints
Answer to Complaint	Answers to Complaints
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Application/Motion for Preliminary Injunction	Motions
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Assignment to a Judge, Motion for	Motions
Attorney Fees, Motion for	Motions
Bill of Costs	Other Documents
Bond	Other Documents
Brief	Other Documents
Business Proprietary Information Certification (See Form 17)	Other Documents
Cancel Oral Argument, Motion to	Motions
Certificate of Service	Other Documents
Certificate of Settlement Efforts	Other Documents
Certification and Index	Other Documents
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<b>Alphabetical Listing of Docket Events and Their Location by Category</b>	
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Consolidate Cases, Motion to	Motions
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Contempt, Motion for	Motions
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Correct Record, Motion to	Motions
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Demand for Complaint	Other Documents
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Discovery, Motion for	Motions
Discovery Plan	Notices
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Extension of Time to File Brief, Motion for	Motions
Extension of Time to File Complaint, Motion for	Motions
Extension of Time to File Reply Brief, Motion for	Motions
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<b>Alphabetical Listing of Docket Events and Their Location by Category</b>	
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Form 06 Request for Trial	Motions
Form 07 Notice of Dismissal 41(a)(1)(A)	Notices
Form 08 Notice of Dismissal 41(a)(1)(B)	Notices
Form 09 Stipulation on Agreed Statement of Facts	Other Documents
Form 11 Notice of Appearance	Notices
Form 12 Substitution of Attorney	Notices
Form 13 Corporate Disclosure Statement	Other Documents
Form 15 Application for Attorney Fees (EAJA)	Motions
Form 17 Business Proprietary Information Statement	Other Documents
Form 18 Notice of Termination of Access to Business Proprietary Information	Other Documents
Form 19 Report of Parties Planning Conference	Other Documents
Hearing, Motion	Motions
Information Statement (See Form 05 Information Statement)	Other Documents
In Limine, Motion	Motions
Injunction Pending Appeal, Motion for	Motions
Intervene, Motion to	Motions
Invest Funds, Motion to	Motions
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Join (Parties), Motion to	Motions
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<b>Alphabetical Listing of Docket Events and Their Location by Category</b>	
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Memorandum of Points & Authorities	Other Documents
Modify or Terminate EFP, Motion to	Motions
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Notice of Endorsement	Notices
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<b>Alphabetical Listing of Docket Events and Their Location by Category</b>	
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Rehearing (Procedural), Motion for	Motions
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Remand Case, Motion to	Motions
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<b>Alphabetical Listing of Docket Events and Their Location by Category</b>	
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Suppress, Motion to	Motions
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Termination of Access to Business Proprietary Information (See Form 18)	Other Documents
Test Case Designation, Motion for	Motions
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Withdraw/Substitute Attorney, Motion to	Motions
Witness List	Other Documents
Writ of Mandamus, Motion for	Motions
Zdocument	Other Documents
Zmotion	Motions

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

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Guidelines for:     **Bulky Document Standard**

Purpose:

The purpose of these guidelines is to define the procedures for administering the Bulky Document Standard (BDS). The BDS is intended to limit the size of an electronically filed document on the Court's CM/ECF System. A document filed on the Court's CM/ECF System shall be no larger than 2 Megabytes (MB) in size, except as noted in these guidelines.

Responsibilities:

It shall be the responsibility of a filer to follow the procedures of the BDS and to strictly monitor the size of each document filed in electronic form with the Court.

Procedures:

1. Any document (including exhibits or attachments) that falls at or below the 2MB limit is to be filed electronically as a single file/document in the CM/ECF System in accordance with Administrative Order 02-01 and these guidelines. Normal upload procedures shall be followed, and no paper filing shall be required.
2. Certain documents (including exhibits or attachments) are recognized as core to an action, and therefore are exempted from the BDS. These documents are:
  - A. Summons;
  - B. Complaint;
  - C. Answer to Complaint; and
  - D. Briefs (opening, response, reply) in the following:
    - Motion for Summary Judgment;
    - Motion for Judgment on Pleadings;
    - Motion for Judgment on the Agency Record (1581(c));
    - Motion for Judgment on the Agency Record (all other Jurisdictions); and
    - Motion to Dismiss.
3. A document that exceeds the BDS and is on the list of exemptions set forth in point 2 shall be filed as follows:



**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

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Guidelines for:    **Bulky Document Standard** (continued)

- A. A document that exceeds the 2MB limit shall be broken up into logical divisions, with each division not exceeding the 2MB limit. The first part of the document shall be attached to the applicable docket entry as the main document. Each additional section of the document shall be appended to the main document as an attachment and contain a description of that attachment (e.g., main document - Part 2, etc).

Example:     Assume a motion is filed and exceeds the 2MB limit. Under those circumstances, the motion shall be divided into logical divisions, each under the 2MB limit and named accordingly - Motion pages 1 thru 5 and Motions pages 6 through 10. The first division shall be entered as the main document and the remaining divisions shall be added as attachments to the main document.

- B. Exhibits or attachments that exceed the 2MB limit shall be logically divided, with a description of the divisions. No exhibit or attachment shall exceed the 2MB limit.

Example:     Assume a motion that falls below the 2MB limit is filed with three exhibits. The exhibits shall be treated as individual attachments and each should be filed separately, if under the 2MB limit, and labeled accordingly, Exhibit 1 (with a brief description), Exhibit 2, and Exhibit 3. If any exhibit exceeds the 2MB limit, then it shall be divided logically and labeled accordingly (e.g. Exhibit 1 - Part 1, Exhibit 1 - Part 2).

4. A document (including exhibits or attachments), which exceeds the BDS and is not listed in the exemptions set forth in point 2, shall adhere to the Court's Rules for the manual filing of documents, with the exception that the document must be accompanied by a *Notice of Manual Filing* (CM/ECF Form 10) (See Attachment 1).

**UNITED STATES COURT OF INTERNATIONAL TRADE  
BEFORE:**

<p>Plaintiff(s).</p> <p>v.</p> <p>Defendant(s).</p>
---

Court No.:

**NOTICE OF MANUAL FILING**

Please take notice that \_\_\_\_\_,  
Role] [Name of Party]

[Party

has manually filed the following document:

This document has not been filed electronically because (check all that apply):

- ☐ the electronic file size of the document exceeds 2.0 megabytes;
- ☐ the document cannot be converted to an electronic format;
- ☐ the document contains confidential, business proprietary or classified information;
- ☐ the document is filed under seal pursuant to Court Order; or
- ☐ other: \_\_\_\_\_

The party is relieved from filing this document as authorized by the Administrative Order No. 02-01 of this Court.

/S/ \_\_\_\_\_  
Attorney  
Law Firm Name  
Address  
Phone Number  
Fax Number  
E-Mail Address

CM/ECF Form No. 10

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

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Guidelines for: **Bulky Document Standard** (continued)

**Effective Date: April 1, 2004**

Approved:                     /S/                      
Leo M. Gordon, Clerk of the Court

Date: March 23, 2004

Original Copy: CM/ECF Policies and Procedures Binder  
Clerk's Office Policies and Procedures - CM/ECF Section

Copies to: All Section Managers  
Sandra Fiore - Administrative Specialist

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

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Guidelines for:     **CM/ECF Registration (Attorney)**

Purpose:

The purpose of these guidelines is to set forth the registration process for attorney users of the CM/ECF System.

Responsibilities:

All registration requests or changes are routed through the Admissions Clerk in the Financial and Property Management Section (Admissions Clerk). All data is kept on file in hard copy and electronically within the Attorney Database program. The Admissions Clerk will serve as the primary contact for verifying an attorney's registration information for the CM/ECF System. The Technology Development and Support Services Section (TDSS) will create and manage the electronic accounts and passwords for registering attorneys in the CM/ECF System.

Procedures for Registration:

1. The attorney completes a CM/ECF Registration Form (CM/ECF Form No. 1) (See Attachment 1), which is located on the Court's Website. The attorney is required to mail the completed form to the Admissions Clerk.
2. The Admissions Clerk receives the CM/ECF Registration Form and verifies that the attorney is on the Court's Active Admission to Practice Roster.
  - A. If the attorney is on the Court's Active Admission to Practice Roster, and his/her information is current, the Admissions Clerk will sign off on the Registration Form and forward it to TDSS for further processing.
  - B. If the attorney is not on the Court's Active Admissions to Practice Roster, the Admissions Clerk sends the Registration Form to TDSS for processing as a non-attorney in accordance with the CM/ECF Registration (Non-Attorney) Guidelines.

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

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Guidelines for:    **CM/ECF Registration (Attorney)**(continued)

3.    Upon receipt of the approved Registration Form, TDSS will scan the Live Database of the CM/ECF System to determine whether the attorney appears in the Live Database as counsel of record at a firm other than the one listed on the Registration Form.
4.    If there is a discrepancy, the attorney is notified of that fact (CM/ECF Form No. 2) (See Attachment 2) and the registration process is suspended until the discrepancy is resolved. Once the discrepancy is resolved, the registration process continues.
5.    Where there is no discrepancy in the Live Database or once the discrepancy is resolved, TDSS will input all pertinent information and will assign a login and password to the attorney.
6.    TDSS will send the attorney's login, password, and other pertinent information, via memorandum, to the Admissions Clerk (CM/ECF Form No. 3) (See Attachment 3).
7.    The Admissions Clerk enters the necessary information sent by TDSS into the Attorney Database.
8.    The Admissions Clerk generates a form memorandum containing the relevant information and mails it to the attorney (CM/ECF Form No. 5) (See Attachment 4).

## UNITED STATES COURT OF INTERNATIONAL TRADE

## CM/ECF REGISTRATION - Page 1

(Please type)

## Personal Information

Last Name:	Generation (i.e., Jr., Sr., II):
First Name:	Middle Name:
Date of Birth:	
Are you a practicing Attorney (if yes, answer next 2) <input type="checkbox"/> Yes <input type="checkbox"/> No Are you admitted to the bar of the USCIT <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a member in good standing <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Firm/Agency Information

Office:		
Address 1:		
Address 2:		
Address 3:		
City:	State:	Zip Code + 4 : -

## User Information

User's Primary E-mail Address:
User's Additional E-mail Address(es) (Firm/Agency):
User's Telephone Number: (      )
User's Fax Number: (      )
Mother's Maiden Name (used for security verification):

## Court Use Only

Login ID:	CIT Bar ID Number:
Account Creation Date:	User Initials:
Attorney Browser Entry Date:	User Initials:

\_\_\_\_\_ I have been trained by the U.S. Court of International Trade on the use of the CM/ECF System.  
 Date and location of the training: \_\_\_\_\_.

UNITED STATES COURT OF INTERNATIONAL TRADE

CM/ECF Registration - Page 2

By submitting this form the undersigned agrees to abide by the following:

1. Unless otherwise ordered by the Court, all pleadings and other papers required to be filed with the Clerk shall be filed electronically. The System may be used to file and view electronic documents and docket sheets.
2. Documents are to be submitted electronically only in **Portable Document Format (PDF)**.
3. Each use of my password for filing documents will meet the requirements of USCIT R. 11 and Administrative Order 02-01. If I file a document that is to be signed by two or more persons, I understand that it is my responsibility to maintain a copy of that document bearing the original signatures of the signers in my records until one year after the final disposition of the action in which the document was filed.
4. The combination of the user identification and password constitutes my signature. I agree to protect and secure the confidentiality of my password and will immediately notify the Court if I learn my password has been compromised.
5. I understand that Administrative Order 02-01 and any order subsequently issued with regard to the Court's CM/ECF System governs the use of the CM/ECF System.
6. I understand that although my attendance at one of the scheduled ECF training classes is not mandatory, it is strongly encouraged. If I have not attended training but believe that I possess proficiency sufficient to allow me to begin to E-File as a result of using the online tutorial, practicing in the training database, and/or receiving training from a colleague who has attended a training session, I may request that the Clerk's Office activate my E-Filing access rights. This request is to be submitted, by letter or e-mail, to the Clerk of the Court.
7. I understand that the Clerk's Office reserves the right to suspend, and in some cases terminate, my ability to E-File. I understand that the suspension/termination of my ability to E-File will not affect my ability to view the electronic docket. I further understand that when I am unable to E-File, the Procedure for Manual Filing (as stated on the Court's Website: [www.cit.uscourts.gov](http://www.cit.uscourts.gov), as well as on Page 8 of the Appendix in the ECF User's Manual) will be followed. A request to have E-Filing rights reinstalled is to be submitted, by letter or e-mail, to the Clerk of the Court.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Dated

**Return completed form by mail to:**

United States Court of International Trade  
Office of the Clerk  
Admissions Office -Room 299  
One Federal Plaza  
New York, NY 10278-0001  
Telephone: (212) 264-2812

CM/ECF Form No. 1  
Rev. 12/04



**United States Court  
of International Trade  
Office of the Clerk**  
One Federal Plaza  
New York, NY 10278-0001

**M E M O R A N D U M**

**TO:** <User's Name>  
**FROM:** John M. Cannella, Operations Manager  
**RE:** USCIT CM/ECF Registration Discrepancy

This is to advise you that the Office of the Clerk has received your registration form to become an authorized user of the Court's CM/ECF System.

In the course of processing your request, we have found that you appear as the attorney of record in various pending actions with information that differs from that on your registration form. Kindly take the steps necessary in accordance with the Court's Rules to correct the docket in each of the actions set forth on the attached report.

Please note that we will not issue a CM/ECF password and ID to you until these discrepancies are resolved. Therefore, we ask that you act as quickly as possible to address this matter.

If you have any questions, please contact Don Kaliebe, Case Management Supervisor, at (212) 264-2031 or [Donald\\_Kaliebe@cit.uscourts.gov](mailto:Donald_Kaliebe@cit.uscourts.gov)

CM/ECF Form No. 2





**United States Court  
of International Trade  
Office of the Clerk**  
One Federal Plaza  
New York, NY 10278-0001

Attachment 3

<Date>

**M E M O R A N D U M**

**TO:** Admissions Clerk  
**FROM:** TDSS  
**RE:** USCIT CM/ECF Attorney Account Password Information

The information listed below will provide access to the CM/ECF System for the attorney whose registration form is attached:

Training ID: \_\_\_\_\_ Training Password: \_\_\_\_\_  
Live ID: \_\_\_\_\_ Live Password: \_\_\_\_\_

**NOTE: PLEASE SHRED THIS PAGE AFTER GENERATING THE CM/ECF ACCOUNT CONFIRMATION LETTER. IT SHOULD NOT BE INCLUDED IN THE OFFICIAL FILE FOR THIS INDIVIDUAL.**

CM/ECF Form No. 3



UNITED STATES COURT OF INTERNATIONAL TRADE  
Admissions Office - Room 299  
One Federal Plaza, New York, NY 10278-0001

DATE: <Date>

TO: <Attorney Name>

RE: CM/ECF Attorney Account Information

Your Case Management/Electronic Case Files (CM/ECF) account information provided below will allow you to view and file documents electronically at the United States Court of International Trade.

***Please note that the capability to file documents electronically is not available to you until your login and password are activated.***

CIT Bar ID: <ID>

Training ID: <ID>

Live ID: <ID>

Training Password: <PASSWORD>

Live Password: <PASSWORD>

We ask that you visit the Court's Website at [www.cit.uscourts.gov](http://www.cit.uscourts.gov) to carefully view the following information regarding the use of CM/ECF:

- Administrative Order 02-01 - Procedures governing the use of CM/ECF
- CM/ECF User's Manual for the Bar - A user's guide to navigating CM/ECF
- Current Technical Requirements
- Training Information
- Online CM/ECF Tutorial

Should you have any questions about the CM/ECF System, particular case information or need technical assistance regarding hardware and software requirements, please contact the CM/ECF Help Desk at 866-450-1859.

CM/ECF Form No. 5

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

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Guidelines for:    **CM/ECF Registration (Attorney)**

**Effective Date: April 1, 2004**

Approved: \_\_\_\_\_ /S/  
                  Leo M. Gordon, Clerk of the Court

Date: December 30, 2004

Original Copy:    Clerk's Office Policies and Procedures - CM/ECF Section

Copy to:                Clerk's Office Policies and Procedures  
                                  - Financial & Property Management Section

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

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Guidelines for:     **CM/ECF Registration (Non-Attorney)**

Purpose:

The purpose of these guidelines is to set forth the registration process for non-attorney users of the CM/ECF System.

Responsibilities:

All registration requests or changes are routed through the Admissions Clerk in the Financial and Property Management Section (Admissions Clerk). All data is kept on file in hard copy and electronically within the Attorney Database program. The Case Management Supervisor will serve as the primary contact for verifying an non-attorney's registration information for the CM/ECF System. The Technology Development and Support Services Section (TDSS) will create and manage the electronic accounts and passwords for registering non-attorneys in the CM/ECF System.

Procedures for Registration:

1. The registrant completes a CM/ECF Registration Form (CM/ECF Form No. 1) (See Attachment 1), which is located on the Court's Website. The registrant is required to mail the completed form to the Admissions Office.
2. The Admissions Office receives the CM/ECF Registration Form and forwards it to TDSS for further processing.
3. TDSS will input all pertinent information and will assign a login and password to the registrant.
4. TDSS will send the registrant's login, password, and other pertinent information, via memorandum, to the Case Management Supervisor (CM/ECF Form No. 4) (See Attachment 2).
5. The Case Management Supervisor enters the necessary information sent to it by TDSS into the Attorney Database.
6. The Case Management Supervisor generates a form memorandum containing the relevant information and mails it to the registrant (CM/ECF Form No. 6) (See Attachment 3).

## UNITED STATES COURT OF INTERNATIONAL TRADE

## CM/ECF REGISTRATION - Page 1

(Please type)

## Personal Information

Last Name:	Generation (i.e., Jr., Sr., II):
First Name:	Middle Name:
Date of Birth:	
Are you a practicing Attorney (if yes, answer next 2) <input type="checkbox"/> Yes <input type="checkbox"/> No Are you admitted to the bar of the USCIT <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a member in good standing <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Firm/Agency Information

Office:		
Address 1:		
Address 2:		
Address 3:		
City:	State:	Zip Code + 4 : -

## User Information

User's Primary E-mail Address:
User's Additional E-mail Address(es) (Firm/Agency):
User's Telephone Number: (      )
User's Fax Number: (      )
Mother's Maiden Name (used for security verification):

## Court Use Only

Login ID:	CIT Bar ID Number:
Account Creation Date:	User Initials:
Attorney Browser Entry Date:	User Initials:

\_\_\_\_\_ I have been trained by the U.S. Court of International Trade on the use of the CM/ECF System.  
 Date and location of the training: \_\_\_\_\_.

UNITED STATES COURT OF INTERNATIONAL TRADE

CM/ECF Registration - Page 2

By submitting this form the undersigned agrees to abide by the following:

1. Unless otherwise ordered by the Court, all pleadings and other papers required to be filed with the Clerk shall be filed electronically. The System may be used to file and view electronic documents and docket sheets.
2. Documents are to be submitted electronically only in **Portable Document Format (PDF)**.
3. Each use of my password for filing documents will meet the requirements of USCIT R. 11 and Administrative Order 02-01. If I file a document that is to be signed by two or more persons, I understand that it is my responsibility to maintain a copy of that document bearing the original signatures of the signers in my records until one year after the final disposition of the action in which the document was filed.
4. The combination of the user identification and password constitutes my signature. I agree to protect and secure the confidentiality of my password and will immediately notify the Court if I learn my password has been compromised.
5. I understand that Administrative Order 02-01 and any order subsequently issued with regard to the Court's CM/ECF System governs the use of the CM/ECF System.
6. I understand that although my attendance at one of the scheduled ECF training classes is not mandatory, it is strongly encouraged. If I have not attended training but believe that I possess proficiency sufficient to allow me to begin to E-File as a result of using the online tutorial, practicing in the training database, and/or receiving training from a colleague who has attended a training session, I may request that the Clerk's Office activate my E-Filing access rights. This request is to be submitted, by letter or e-mail, to the Clerk of the Court.
7. I understand that the Clerk's Office reserves the right to suspend, and in some cases terminate, my ability to E-File. I understand that the suspension/termination of my ability to E-File will not affect my ability to view the electronic docket. I further understand that when I am unable to E-File, the Procedure for Manual Filing (as stated on the Court's Website: [www.cit.uscourts.gov](http://www.cit.uscourts.gov), as well as on Page 8 of the Appendix in the ECF User's Manual) will be followed. A request to have E-Filing rights reinstalled is to be submitted, by letter or e-mail, to the Clerk of the Court.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Dated

**Return completed form by mail to:**

United States Court of International Trade  
Office of the Clerk  
Admissions Office -Room 299  
One Federal Plaza  
New York, NY 10278-0001  
Telephone: (212) 264-2812

CM/ECF Form No. 1  
Rev. 12/04



**United States Court  
of International Trade  
Office of the Clerk**  
One Federal Plaza  
New York, NY 10278-0001

<Date>

**M E M O R A N D U M**

**TO:** Case Management Supervisor  
**FROM:** TDSS  
**RE:** USCIT CM/ECF Public Account (Non-Attorney) Password Information

The information listed below will provide access to the CM/ECF System for the public user whose registration form is attached to this memorandum:

Live ID: \_\_\_\_\_ Live Password: \_\_\_\_\_

**NOTE: PLEASE SHRED THIS PAGE AFTER GENERATING THE CM/ECF ACCOUNT CONFIRMATION LETTER. IT SHOULD NOT BE INCLUDED IN THE OFFICIAL FILE FOR THIS INDIVIDUAL.**

CM/ECF Form No. 4



UNITED STATES COURT OF INTERNATIONAL TRADE  
Admissions Office - Room 299  
One Federal Plaza, New York, NY 10278-0001

DATE: <Date>

**TO:** <Public User>

**RE:** CM/ECF Public Account Information

Your Case Management/Electronic Case Files (CM/ECF) account information provided below will allow you to view documents filed at the United States Court of International Trade.

**Live ID:** <ID>

**Live Password:** <PASSWORD>

We ask that you visit the Court's Website at [www.cit.uscourts.gov](http://www.cit.uscourts.gov) to carefully view the following information regarding the use of CM/ECF:

- Administrative Order 02-01 - Procedures governing the use of CM/ECF
- CM/ECF User's Manual for the Bar - A user's guide to navigating CM/ECF
- Current Technical Requirements
- Training Information
- Online CM/ECF Tutorial

Should you have any questions about the CM/ECF System, particular case information or need technical assistance regarding hardware and software requirements, please contact the CM/ECF Help Desk at 866-450-1859.

CM/ECF Form No. 6





**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

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Guidelines for:    **Change in CM/ECF User Information for Attorneys**

Purpose:

The purpose of these guidelines is to set forth the process for attorney users of the CM/ECF System whose user information has changed.

Responsibilities:

It shall be the responsibility of each registered CM/ECF User to report to the Clerk's Office any change in his/her user information, which includes; 1) Name; 2) Address; 3) Affiliation; 4) Telephone/Fax Numbers; and 5) Primary and Secondary e-mail addresses.

Procedures:

1. When an attorney has a change in the information that appears on file with the Clerk's Office as a registered CM/ECF User, the attorney is to file the required Notice of Change (CM/ECF Form No. 8) (See Attachment 1) with the Admissions Clerk in the Financial and Property Management Section.
2. A change in an attorney's CM/ECF User information is not a substitute for filing of the required documents pursuant to the USCIT Rules regarding this new information in cases pending before the Court.
3. The Admissions Clerk is to process the Notice and make the necessary changes to the Attorney Database program and then forward the Notice to TDSS for further processing.
4. The Admissions Clerk is to advise the CM/ECF User, via memorandum or e-mail (CM/ECF Form No. 12), that the change in the User's information has been processed (See Attachment 2).

# UNITED STATES COURT OF INTERNATIONAL TRADE

## NOTICE OF CHANGE IN CM/ECF USER INFORMATION

\_\_\_\_\_  
Name of CM/ECF User

\_\_\_\_\_  
Firm/Agency

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Primary E-mail Address

\_\_\_\_\_  
Additional E-mail Address

\_\_\_\_\_  
Signature of CM/ECF User

\_\_\_\_\_  
Date

**Return completed form by mail to:**

United States Court of International Trade  
Office of the Clerk  
Admissions Office -Room 299  
One Federal Plaza  
New York, NY 10278-0001  
Telephone: (212) 264-2812

CM/ECF Form No. 8



**United States Court  
of International Trade  
Office of the Clerk**  
One Federal Plaza  
New York, NY 10278-0001

<Date>

**M E M O R A N D U M**

**TO:** <Attorney's Name>

**RE:** Change of CM/ECF User Information

This is to advise you that the Office of the Clerk has received your *Notice of Change of CM/ECF User Information* and has processed your request.

Please note that a change in your CM/ECF User information is not a substitute for the filing of the required documents pursuant to the USCIT Rules regarding this new information in cases pending before the Court.

If you have any questions, please contact the Court's Admissions Clerk at (212) 264-2823.

CM/ECF Form No: 12

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

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Guidelines for:    **Change in CM/ECF User Information for Attorneys**

**Effective Date: April 1, 2004**

Approved: \_\_\_\_\_ /S/  
Leo M. Gordon, Clerk of the Court

Date: March 23, 2004

Original Copy: CM/ECF Policies and Procedures Binder  
Clerk's Office Policies and Procedures - CM/ECF Section

Copies to: Clerk's Office Policies and Procedures - Financial & Property Section  
All Section Managers  
Sandra Fiore - Administrative Specialist

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

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Guidelines for: **Change in CM/ECF User Information for Non-Attorneys**

Purpose:

The purpose of these guidelines is to set forth the process for non-attorney users of the CM/ECF System whose user information has changed.

Responsibilities:

It shall be the responsibility of each registered CM/ECF User to report to the Clerk's Office any change in his/her user information, which includes; 1) Name; 2) Address; 3) Affiliation; 4) Telephone/Fax Numbers; and 5) Primary and Secondary e-mail addresses.

Procedures:

1. When a non-attorney has a change in the information that appears on file with the Clerk's Office as a registered CM/ECF User, the User is to file the required *Notice of Change* (CM/ECF Form No. 8) (See Attachment 1) with the Admissions Clerk in the Financial and Property Management Section.
2. The Admissions Clerk is to process the Notice and make the necessary changes to the Attorney Database program and then forward the Notice to TDSS for further processing.
3. The Admissions Clerk is to advise the CM/ECF User, via memorandum or e-mail (CM/ECF Form No. 13) (See Attachment 2), that the change in the User's information was processed.

# UNITED STATES COURT OF INTERNATIONAL TRADE

## NOTICE OF CHANGE IN CM/ECF USER INFORMATION

\_\_\_\_\_  
Name of CM/ECF User

\_\_\_\_\_  
Firm/Agency

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Primary E-mail Address

\_\_\_\_\_  
Additional E-mail Address

\_\_\_\_\_  
Signature of CM/ECF User

\_\_\_\_\_  
Date

### **Return completed form by mail to:**

United States Court of International Trade  
Office of the Clerk  
Admissions Office -Room 299  
One Federal Plaza  
New York, NY 10278-0001  
Telephone: (212) 264-2812

CM/ECF Form No. 8



**United States Court  
of International Trade  
Office of the Clerk**  
One Federal Plaza  
New York, NY 10278-0001

<Date>

**M E M O R A N D U M**

**TO:** <User's Name>

**RE:** Change of CM/ECF User Information

This is to advise you that the Office of the Clerk has received your *Notice of Change of CM/ECF User Information* and processed your request.

If you have any questions, please contact the Court's CM/ECF Help Desk at 1-866-450-1859.

CM/ECF Form No: 13



**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

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Guidelines for: **Change in CM/ECF User Information for Non-Attorneys**

**Effective Date: April 1, 2004**

Approved:                     /S/                      
Leo M. Gordon, Clerk of the Court

Date: March 23, 2004

Original Copy: CM/ECF Policies and Procedures Binder  
Clerk's Office Policies and Procedures - CM/ECF Section

Copies to: Clerk's Office Policies and Procedures - Financial & Property Section  
All Section Managers  
Sandra Fiore - Administrative Specialist

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

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Guidelines for:    **Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties**

Purpose:

The purpose of these guidelines is to provide a procedure for a party to use when, despite the party's best efforts, filing in a timely manner was not completed due to technical difficulties with the Court's end of the CM/ECF System and not a technical failure with the filer's equipment or Internet connection to the System.

Responsibilities:

TDSS will determine if the CM/ECF System was unavailable and the length of time that the System was down. The Intake Unit of the Case Management Section shall be responsible for all incoming filings.

Procedures:

1. When a document cannot be filed electronically, the party should print (if possible) a copy of the error message received and complete a "Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties." (CM/ECF Form No. 11) (See Attachment 1).
2. If a party is unable to file electronically, and, as a result, misses a filing deadline, the party shall contact the CM/ECF Help Desk at 866-450-1859 to inform the Clerk's Office of the difficulty. Additionally, the party shall submit the untimely filed document in paper form, accompanied by a declaration, CM/ECF Form No. 11 (See Attachment 1) stating the reason(s) for missing the deadline. The document and declaration shall be filed by hand or overnight courier no later than 12:00 noon of the first day on which the Court is open for business following the original filing deadline.

Defendant(s).

Court No.:

/S/

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Attorney Name  
Law Firm:  
Address:  
Phone: (    )  
Fax: (    )  
E-mail:

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

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Guidelines for: **Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties** (continued)

**Effective Date: May 3, 2004**

Approved:                     /s/                      
Leo M. Gordon, Clerk of the Court

Date: April 27, 2004

Original Copy: CM/ECF Policies and Procedures Binder  
Clerk's Office Policies and Procedures - CM/ECF Section

Copies to: All Section Managers  
Sandra Fiore - Administrative Specialist

**United States Court of International Trade**  
**Office of the Clerk**  
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Guidelines for:    **Frequently Used Abbreviation List  
for CM/ECF Data Entry**

Purpose:

The purpose of this list is to provide consistency and uniformity for data entries made into the CM/ECF System. This list is available to Court personnel, and registered users of the CM/ECF System. This list is largely based on *The Bluebook: A Uniform System of Citation* (Columbia Law Review Ass'n et al. eds., 17th ed. 2000) as well as common usage in the Court.

Responsibilities:

The Standardization of Abbreviations and Punctuation (SAP) Subcommittee researched and produced a recommended list of commonly used abbreviations. It was submitted to the CM/ECF Staff Committee for approval. The SAP Subcommittee will maintain, revise and distribute the list to Clerk of the Court, Operations Manager, Case Management Supervisor and to the Training Specialist (for insertion into the User's Manuals). This list also will be provided to the Webmaster for posting on the Court's Website.

Procedures:

1. The SAP Subcommittee will review the Frequently Used Abbreviation List (See Attachment 1) in October on an annual basis. New updates will be published in the User's Manual, as well as on the Court's Website.
2. The Operations Manager or Case Management Supervisor will distribute updated lists to all relevant personnel in the Clerk's Office, Chambers, Webmaster, and the Training Specialist.

**MOST USED ABBREVIATIONS**

Admin.	Administrat(ive,ion)
Aff.	Affidavit
Am.	America, American
Amend., Amends	Amendment(s)
App., Apps.	Appendi(x, ces)
Assoc.	Associated
Ass'n	Association
Att'y(s)	Attorney(s)
Br.	Brief
Cert.	Certiorari
Comm'r	Commissioner
Co.	Company
Consol.	Consolidated
Corp.	Corporation
Dec., Decs.	Decision(s)
Def., Defs.	Defendant(s)
Def-Intvr.	Defendant-Intervenor
Dep.	Deposition
Dept.	Department
Disc.	Discovery
Dismiss	Dismiss
Dist.	District
Distrib.	Distribut(or, ing)
Div.	Division
Doc., Docs.	Document(s)
Ex.	Exhibits
Ext-Time	Extension of Time
Gov't	Government
Hr'g	Hearing
Imp.	Import(er)
Inc.	Incorporated
Indus.	Indust(y, ies, ial)
Inj.	Injunction
Inst.	Institute
Ins.	Insurance
Int'l	International
Interrog.	Interrogator(y, ies)
JOP	Judgment on the Pleadings
Jgmt.	Judgment
JPO	Judicial Protective Order
Ltd.	Limited
Litig.	Litigation
Mach.	Machine(ry)
Mfr.	Manufacturer
Mfg.	Manufacturing
Memo	Memorandum

### **MOST USED ABBREVIATIONS**

Mot.	Motion
Nat'l	National
No., Nos.	Number(s)
Opp'n.	Opposition
Org.	Organization
Pet.	Petition
Pl., Pls.	Plaintiff(s)
Pl-Intvr.	Plaintiff-Intervenor
Prelim.	Preliminary
Prelim Inj.	Preliminary Injunction
Prod.	Products
Rec.	Record
Ref.	Refining
Res.	Resources
Sched., Scheds.	Schedule(s)
Slip Op.	Slip Opinions
Sur.	Surety
Sys.	System
Tech.	Technology
TRO	Temporary Restraining Order
Test.	Testimony
Tr.	Transcript
Summ.	Summary
Summ. Jgmt.	Summary Judgment
DOC	Department of Commerce (No periods)
DOL	Department of Labor (No periods)
ITC	International Trade Commission (No periods)
U.S.	United States
w/	With
w/o	Without

Guidelines for: **Frequently Used Abbreviation List  
for CM/ECF Data Entry**

**Effective Date: April 1, 2004**

Approved:                     /S/                     Date: March 12, 2004  
Leo M. Gordon, Clerk of the Court

Original Copy: CM/ECF Policies and Procedures Binder  
Clerk's Office Policies and Procedures - CM/ECF Section

Copies to: All Section Managers  
Sandra Fiore - Administrative Specialist



**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

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**LIST OF DOCKET EVENTS BY CATEGORY**

**INITIAL PLEADINGS AND SERVICE**

**ANSWERS TO COMPLAINTS**

Answer to Complaint

**OTHER ANSWERS**

Amended Answer

Reply

**MOTIONS AND RELATED FILINGS**

**MOTIONS**

Application/Motion for Preliminary Injunction  
Application/Motion for Temporary Restraining Order  
Form 06 - Request for Trial  
Form 15 - Application for Attorney Fees (EAJA)  
Motion for Assignment to a Judge  
Motion for Attorney Fees  
Motion for Certification of Appealability  
Motion for Change/Transfer of Venue  
Motion for Class Certification  
Motion for Contempt  
Motion for Default Judgment  
Motion for Directed Verdict  
Motion for Discovery  
Motion for Entry of Default  
Motion for Entry Rule 54(b) Judgment  
Motion for Entry of Scheduling Order  
Motion for Errata  
Motion for Excess Pages  
Motion for Extension of Time  
Motion for Extension of Time to Complete Discovery  
Motion for Extension of Time to File Answer to Complaint  
Motion for Extension of Time to File Brief  
Motion for Extension of Time to File Complaint  
Motion for Extension of Time to File Reply Brief  
Motion for Extension of Time to File Response Brief  
Motion for Extension of Time to Remain on Reserve Calendar  
Motion for Extension of Time to Remain on Suspension Disposition Calendar  
Motion for Extension of Time to Respond to Motion  
Motion for Hearing  
Motion for Injunction Pending Appeal  
Motion for Judgment as a Matter of Law  
Motion for Judgment on the Pleadings  
Motion for Judgment on Agency Record (56.1)

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**MOTIONS AND RELATED FILINGS** (continued)

Motion for Judgment on Agency Record (56.2)	Motion to Intervene
Motion for Leave to	Motion to Invest Funds
Motion for Leave to File Discovery Materia	Motion to Join (Cases) 1
Motion for Leave to File Out of Time	Motion to Join (Parties)
Motion for Leave to Proceed In Forma Pauperis	Motion to Lift Stay
Motion for a More Definite Statement	Motion to Modify or Terminate EFP
Motion for New Trial	Motion to Quash
Motion for Oral Argument	Motion to Remand Case
Motion for Order to Show Cause	Motion to Remove from Suspension Disposition
Motion for Partial Summary Judgment	Calendar
Motion for Permanent Injunction	Motion to Remove from Suspension File
Motion for Protective Order	Motion to Reopen Case
Motion for Reassignment of a Judge	Motion to Reopen Record
Motion for Reconsideration	Motion to Set Aside Default
Motion for Referral to Court-Annexed Mediation	Motion to Set Aside Default Judgment
Motion for Rehearing (Dispositive)	Motion to Set Aside Dismissal
Motion for Rehearing (Procedural)	Motion to Sever
Motion for Relief from Order/Judgment	Motion to Sever and Dismiss (Dispositive)
Motion for Sanctions	Motion to Sever and Dismiss (Procedural)
Motion for Stay Pending Appeal	Motion to Stay
Motion for Summary Judgment	Motion to Strike
Motion for Suspension	Motion to Substitute Party
Motion for Test Case Designation	Motion to Supplement
Motion for Three Judge Panel	Motion to Suppress
Motion for Writ of Mandamus	Motion to Transfer Action to another Court
Motion in Limine	Motion to Vacate
Motion to Alter/Amend/Correct	Motion to Vacate Prior Order (Dispositive)
Motion to Amend Scheduling Order	Motion to Vacate Prior Order (Procedural)
Motion to Appear as Amicus Curiae	Motion to Withdraw Document
Motion to Appear Pro Hoc Vice	Motion to Withdraw/Substitute Attorney
Motion to Cancel Oral Argument	Motion to Have Entry Papers Sent to Port
Motion to Clarify	ZMotion
Motion to Compel	
Motion to Consolidate Cases	
Motion to Correct Record	
Motion to Deposit Funds	
Motion to Dismiss Case	
Motion to Enforce Judgment	
Motion to Exclude	
Motion to Expedite	

**United States Court of International Trade**  
**Office of the Clerk**  
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**RESPONSES and REPLIES**

Reply  
Response to Motion (Dispositive)  
Response to Motion (Procedural)  
Supplemental Response  
Sur-Reply

**OTHER FILINGS**

**NOTICES**

Application to Enter Default  
Discovery Plan  
Errata Memorandum  
Form 01A Notice of Lawsuit and Request for Waiver of Service of Summons  
Form 01B Waiver of Service of Summons  
Form 7 Notice of Dismissal 41(a)(1)(A)  
Form 8 Notice of Dismissal 41(a)(1)(B)  
Form 11 Notice of Appearance  
Form 12 Substitution of Attorney  
Notice of Consent to Electronic Service  
Notice of Deposition  
Notice of Endorsement  
Notice of Suggestion of Death  
Notice of Supplemental Authority  
Pretrial Disclosures Pursuant to Rule 26  
Service Acknowledged

# United States Court of International Trade

## Office of the Clerk

### Administrative Policies and Procedures

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#### OTHER DOCUMENTS

Acknowledgment	Request for Entry of Default
Administrative Record	Request to Have Entry Papers Sent to Port
Affidavit/Declarations	Response to Court's Request
Amended Summons	Rule 65(b) Certification
Appendix	Settlement Agreement
Bill of Costs	Statement of Issues
Bond	Status Report
Brief	Stipulation
Certificate of Service	Stipulation in Lieu of Trial
Certificate of Settlement Efforts	Stipulation of Facts not in Controversy
Certification and Index	Summons (Third-Party)
Comments on Remand Results	Trial Brief
Confession of Judgment	Witness List
Demand for Complaint	ZDocument
Demand for an Answer	
Exhibits	
Expert Witness Testimony	
Form 5 Information Statement	
Form 9 Stipulation on Agreed Statement of Facts	
Form 13 Corporate Disclosure Statement	
Form 17 Business Proprietary Information Certification	
Form 18 Notice of Termination of Access to Business Proprietary Information	
Form 19 Report of Parties Planning Conference	
Joint Status Report	
Jurisdiction Statement	
Jury Demand	
Letter	
Marshal's Proof of Service	
Memorandum of Points & Authorities	
Petition for Writ of Mandamus	
Pretrial Brief	
Pretrial Memorandum	
Proof of Service	
Proposed Exhibit List	
Proposed Findings of Fact	
Proposed Findings of Fact and Conclusions of Law	
Proposed Judgment Order	
Proposed Order	
Proposed Order Governing Trial	
Proposed Pretrial Order	
Proposed Scheduling Order	
Proposed Witness List	
Remand Results	

**United States Court of International Trade**  
**Office of the Clerk**  
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Guidelines for:    **Loss or Compromise of CM/ECF Password**

Purpose:

The purpose of these guidelines is to set forth the process for attorney and non-attorney users of the CM/ECF System when a password is lost or compromised.

Responsibilities:

It shall be the responsibility of each registered CM/ECF System user to report to the Clerk's Office any lost or compromised password.

Procedures:

1. When a user loses his/her password, or his/her password is compromised, the user is to file a *Notice of Loss/Compromise in CM/ECF User Password* (CM/ECF Form No. 9) (See Attachment 1) with the Admissions Clerk in the Financial and Property Management Section of the Clerk's Office.
2. Once the Admissions Clerk receives the Notice and verifies that the user is on the Court's Active Admission to Practice Roster and is registered as a CM/ECF user, the Admissions Clerk shall initial the Notice and forward it to TDSS for further processing.
3. If the user is not on the Court's Active Admission to Practice Roster, the Admissions Clerk shall initial and send the Notice to TDSS for processing as a non-attorney in accordance with the CM/ECF Registration (Non-Attorney) Guidelines.
4. The Admission Clerk advises the attorney, via memorandum, fax or e-mail (CM/ECF Form No. 14) (See Attachment 2) that the change in the user's information was processed and provides the user with his/her new password.
5. The Case Management Supervisor shall advise a non-attorney, via memorandum, fax or e-mail (CM/ECF Form No. 14) (See Attachment 2) that the change in the user's information was processed and provides the user with his/her new password.

# UNITED STATES COURT OF INTERNATIONAL TRADE

## NOTICE OF LOSS/COMPROMISE OF CM/ECF USER PASSWORD

PLEASE TAKE NOTE that the password of the undersigned registered CM/ECF user for the Court's CM/ECF System was lost or compromised. Therefore, in accordance with Paragraph 2(g) of the Court's Administrative Order 02-01, the undersigned requests the issuance of a new password.

\_\_\_\_\_  
Name of CM/ECF User

\_\_\_\_\_  
Firm/Agency

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Primary E-mail Address

\_\_\_\_\_  
Secondary E-Mail Address

\_\_\_\_\_  
Signature of CM/ECF User

\_\_\_\_\_  
Date

### Return completed form by mail to:

United States Court of International Trade  
Office of the Clerk  
Admissions Office - Room 299  
One Federal Plaza  
New York, NY 10278-0001  
Telephone: (212) 264-2812

CM/ECF Form No. 9

For Internal USCIT use only.

\_\_\_\_\_ Active Attorney and Registered CM/ECF User

\_\_\_\_\_ Non-Attorney User

\_\_\_\_\_  
Admissions Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date forwarded to TDSS



**United States Court  
of International Trade  
Office of the Clerk**  
One Federal Plaza  
New York, NY 10278-0001

<Date>

**M E M O R A N D U M**

**TO:** <User's Name>

**RE:** Change of CM/ECF User's Password

This is to advise you that the Office of the Clerk, Attorney Admissions Section, has received your *Notice of Loss or Compromise of CM/ECF User Password*. Your request has been processed. Below please find your new password.

Password: \_\_\_\_\_

If you have any questions, please contact the CM/ECF Help Desk at 1-866-450-1859 from 9:00 a.m. to 5:00 p.m., EST.

CM/ECF Form No. 14

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

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Guidelines for: **Loss or Compromise of CM/ECF Password**

**Effective Date: April 20, 2004**

Approved: \_\_\_\_\_ /S/  
Leo M. Gordon, Clerk of the Court

Date: April 20, 2004

Original Copy: CM/ECF Policies and Procedures Binder

Copies to: All Section Managers



**United States Court of International Trade**  
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UNITED STATES COURT OF INTERNATIONAL TRADE

<p>Plaintiff,</p> <p style="margin-top: 100px;">v.</p> <p>Defendant.</p>	
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Court No. \_\_\_\_\_

NOTICE OF CONSENT TO ELECTRONIC SERVICE

The above-captioned action is subject to electronic filing procedures adopted in the Court's Administrative Order No. 02-01, adopted by the Court on December 18, 2001 with an effective date of April 1, 2002, governing electronic filing procedures. Pursuant to the Order, the parties are not required to serve each other electronically. However, parties to an action in the Court may consent to electronic service, consistent with the procedures set forth in the Administrative Order. See Paragraph 6 of Administrative Order No. 02-01.

Accordingly, \_\_\_\_\_ (insert name of attorney and firm) hereby consents to electronic service in the above-captioned action. Such service shall be accomplished in accordance with the procedures set forth in the Administrative Order referenced above and the Electronic Filing Procedures Users' Manual available on the U.S. Court of International Trade's Public Website at [www.cit.uscourts.gov](http://www.cit.uscourts.gov) at the undersigned attorney's e-mail address(es) of record for this action in the Court's CM/ECF database.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Attorney

\_\_\_\_\_  
Address

Counsel for: \_\_\_\_\_

**United States Court of International Trade**  
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**Errata Reporting Form**

**Directions:** Please use this form to record any changes or corrections to the *CM/ECF User's Manual for Electronically Filing Case Events*. Please fax the form to (212) 264-0441 to the attention of the Training Specialist. Please make additional copies of the form as needed.

Thank you for your help. Your feedback is very important.

Page No.	Item No.	Nature of the Change